

eMARS 1002

Centralized Check Writer



Customer Resource Center

eMARS Training

Phone: 502-564-9641

email: Finance.crcgroup@ky.gov

<http://crc.ky.gov>

<http://finance.ky.gov/internal/emars/>

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eMARS Centralized Check Writer

1 – Orientation

A customized check writing process, Check Writer (CW), was developed for the Commonwealth of Kentucky to disburse checks and Electronic Fund Transfer (EFT) payments for departments that pay multiple vendors with the same account distribution.

Pre-requisites

You should have completed the following courses before continuing:

- eMARS 101 Intro to eMARS
- eMARS 110 Chart of Accounts

Learning Objectives

At the conclusion of this session, you will be able to:

- Describe the Check Writer table load process
- Enter data on all Check Writer tables
- Run all Check Writer jobs
- Look up information on the Check Reconciliation (CHREC) page

Overview

The Check Writer process allows different government entities to submit Check Writer files where a single Check Writer file may contain payments to thousands of vendors and a few (usually less than 10) accounting lines. All the payment requests in a single file use the same accounting attributes and lines. The EFT payments are disbursed through the Automated Clearinghouse (ACH) network. Currently, the overwhelming majority of all payments that are issued by the Commonwealth are the result of the MARS Check Writer process. Payments made through this process in MARS include: payroll, retirement, public assistance, child support, unemployment insurance, tax refund, etc.

In MARS, because of different timing requirements when Check Writer checks are printed, two types of Check Writer processes were created – Type 1, which runs during the day and bypasses vendor offset processing and various edits (e.g. cash and budget/allotment) and Type 2, which runs at night and does include vendor offsets and the cash and budget/allotment edits that are bypassed during Type 1 processing.

In eMARS, Check Writer files can still be run during the day or at night. All Check Writer files will be subject to cash and budget/allotment edits, regardless of when they are processed. These edits can be overridden when central users are processing the file. Vendor intercepts can be taken regardless of when file is processed. Before processing each Check Writer file, a central user will have to select whether or not the file is subject to intercept processing.

Check Writer Functionality

With the upgrade to eMARS, the baseline software has been modified to include Check Writer functionality, including:

- Payment Validation - Each payment is validated to ensure that the required fields are provided and valid.
- Accounting Validation - Each accounting line is validated to ensure that the accounting attributes are valid.
- Budget/Allotment/Cash Validation - Budgetary information is checked for the valid budget line and to ensure that sufficient funds are available to make the payments.
- Reconciliation - Appropriate information for check reconciliation and escheating is captured. Disbursed Check Writer payments are posted to the Check Reconciliation table and reconciled similar to other disbursements.
- 1099 Reporting - Appropriate information for 1099 reporting is captured for CW payments made to miscellaneous and non-miscellaneous vendors.
- Special Check Formats - Departments may supply various check remittance information that can be printed on multiple remittance formats. One example is a check remittance for payroll that provides employee deductions, employer contributions and leave balances. Another example is a remittance for Unemployment Insurance where the payee is expected to complete the form and submit it to the programmatic area in order to continue to receive benefits. Each check stock has its own check series.
- Handling ACH information - Rather than loading the banking information to the eMARS vendor/customer table, many government entities store the banking information for their payees, which will be supplied to eMARS through the Check Writer files.
- Check Writer Payment Intercept - Check Writer payments can be processed through the same intercept criteria as other payments.
- Pre-assigned Check Number - Check Writer interfaces may be submitted by government entities with pre-assigned check numbers. The Check Writer process accepts CW files that have pre-assigned checked numbers, if the system options allow for pre-assigning of check numbers.
- Escheating / Cancellation Checks – The CW process provides the ability to cancel outstanding checks that have not been cashed or claimed by payees within the time period specified on the System Options table (usually over one year) and appropriately handle escheating and accounting entries.
- Uniqueness – A unique identifier for each Check Writer file, the Check Writer File ID provides a direct link between the accounting and disbursement transactions, which provides an appropriate audit trail.

Input File Layout

All Check Writer input files submitted by paying departments will follow a standard format. The Check Writer (CW) input file will be based on an XML format and composed of three main components:

- Header (only one Header record is allowed in a CW file)
- Accounting (a CW file may contain none or many Accounting records)
- Payment (a CW file may contain one or more payment records and may include an Automated Clearing House (ACH) Addendum Payment section for EFT payments)

Check Writer Header Component

The Header record is the first record in any Check Writer file and contains information that applies to the entire file. It includes information to determine which disbursement type, format and category is used for the file as well as the bank account that funds are taken from. Various control fields are present to validate the number of both accounting and payment lines within a Check Writer file and provide a control total payments amount.

Check Writer Accounting Component

A Check Writer file normally includes at least one accounting line. However, if all the payment records on a Check Writer file have \$0 amounts, then no Accounting Lines are required. The Accounting Component contains information on the accounting distributions of the payments, as well as the total amount being paid out from each accounting distribution. Departments will provide pre-defined Accounting Template IDs and Department Code on each accounting line. The sum of the Accounting Line amounts must match the total amount on the Header component.

Check Writer Payment Component

A Check Writer file must include at least one payment line. The Payment Component may contain Check payments (with pre-assigned or blank check numbers), EFT payments (cannot have pre-assigned tracking numbers) or both Check and EFT payments. EFT payments may have a \$0 amount (i.e. prenotes), although check payments cannot. The sum of payment amounts must match the total amount on the Header component.

The Payment component provides the detailed information needed to produce a Check or an EFT. A payment record includes information like vendor code, vendor name, vendor address, payment amount, Taxpayer Identification information for miscellaneous vendors, check number (if pre-assigned), whether the payment is a Check or an EFT, and ACH information for EFT payments (including prenotes).

Check writer files with pre-assigned check numbers may include payment records in any order (no need to be sorted in ascending order by the check number). Also, Check Writer files with both Check and EFT payments may include the payments in any order.

Each EFT payment can be associated with up to 1 ACH Addendum records. However, prenote EFT payments cannot be associated with any ACH Addendum records. Each payment must have a unique line number that is used to associate payment records with their corresponding ACH Addendum record(s). Also, control fields on the payment record validate the number of ACH Addendum lines for a payment record.

Departments may provide payment-related information (e.g. purchase order number, invoice number, invoice date) for Check and EFT payments in order to be printed on the check stub. The Remittance Advice information is optional for all Check and EFT payments. Each Check and EFT payment can be associated with one Remittance Advice field that is defined as variable with 1500 characters defined on a department basis and considered as payment stub information.

Check Writer ACH Addendum Payment Section

Departments may provide payment-related information (e.g. purchase order number, invoice number, invoice date) for electronic payments. The ACH Addendum section is **not allowed** for Check payments, and **optional** for the EFT payments. KY only uses the CCD ACH Format; therefore, there can only be 1 ACH Addendum record per EFT payment.

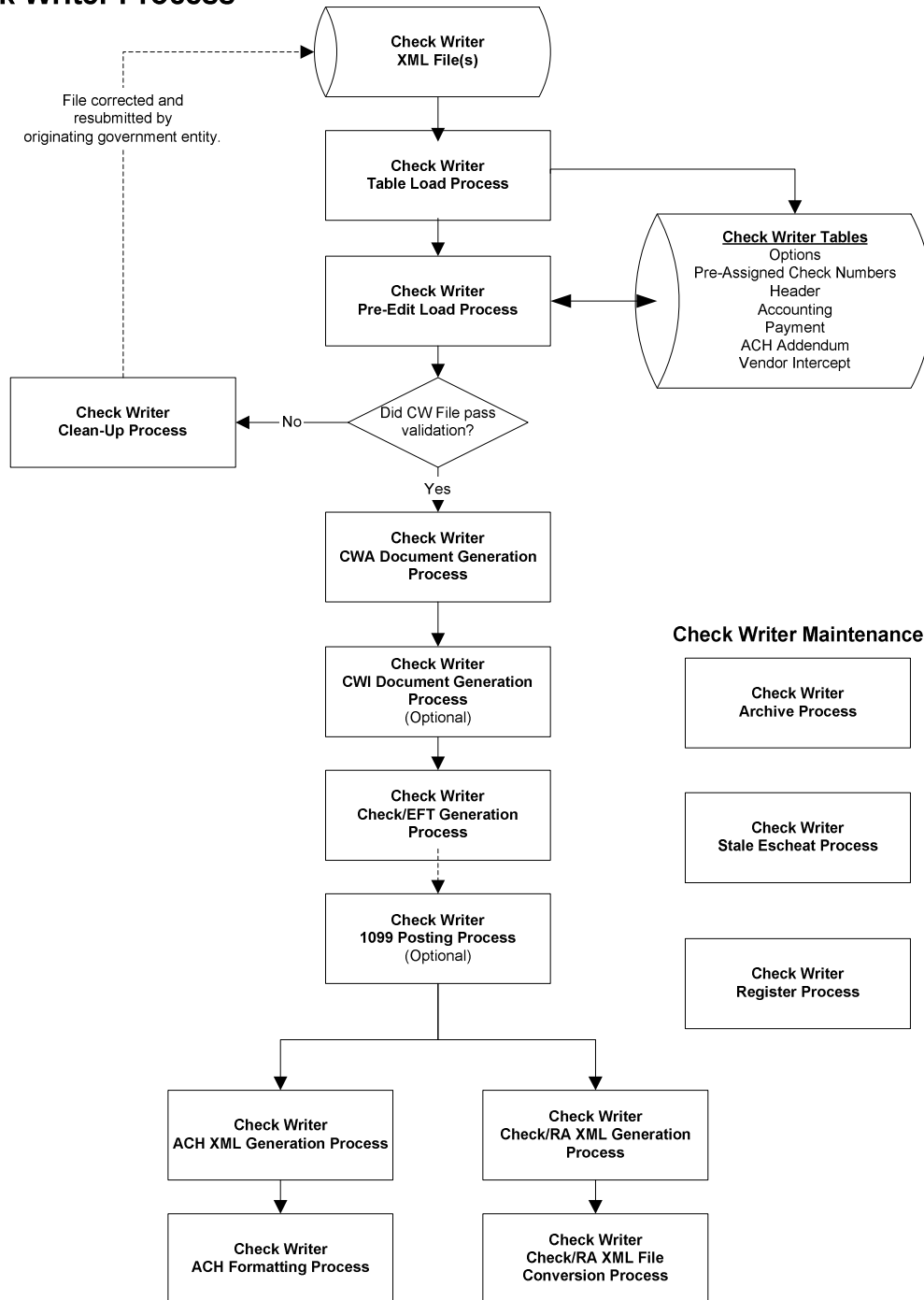
Appendix A describes the detailed layout and contents of the Check Writer Input File.

Appendix B shows an example for an XML Check Writer Input File.

Business Process

The flow chart below depicts the high-level Check Writer business process and job sequence.

Check Writer Process



2 – Check Writer Tables

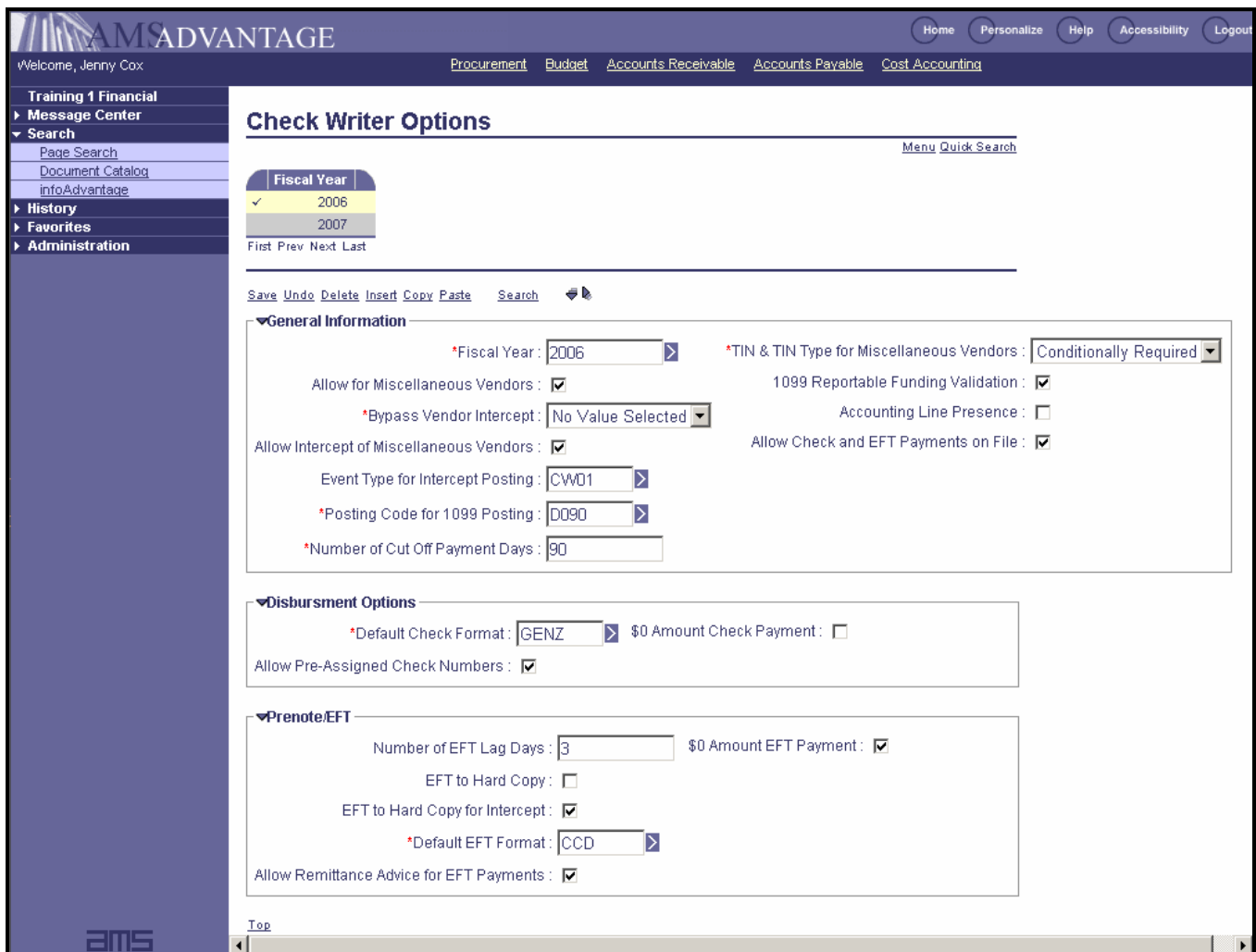
A series of new tables are included in the eMARS application to store all Check Writer file information sent by departments. Pages have been created to allow for both Central and Departmental inquiries. Access and update authority to the Check Writer tables is tightly controlled through eMARS security functionality.

[CW Options \(CWOPT\)](#)

The options table allows the accounts payable administrator to establish system-wide and default options for the Check Writer process by Fiscal Year. This table will be initially set up by the eMARS project team for the current fiscal year (2007). Future fiscal years will be added by the New Year Table Initialization (NYTI) job, to be discussed in a later section.

- The Check Writer process uses either the provided Fiscal Year or retrieved Fiscal Year from the Application Control Date when running a Check Writer batch process.
- The page allows users to view, search and sort records by the Fiscal Year field.
- The page includes a grid section that includes only the Fiscal Year field.

Check Writer Options (CWOPT) Table



AMS ADVANTAGE Home Personalize Help Accessibility Logout

Welcome, Jenny Cox Procurement Budget Accounts Receivable Accounts Payable Cost Accounting

Check Writer Options Menu Quick Search

Fiscal Year
✓ 2006
2007

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

General Information

*Fiscal Year: 2006 *TIN & TIN Type for Miscellaneous Vendors: Conditionally Required

Allow for Miscellaneous Vendors: ☒ 1099 Reportable Funding Validation: ☒

*Bypass Vendor Intercept: No Value Selected Accounting Line Presence: ☐

Allow Intercept of Miscellaneous Vendors: ☒ Allow Check and EFT Payments on File: ☒

Event Type for Intercept Posting: CW01

*Posting Code for 1099 Posting: D090

*Number of Cut Off Payment Days: 90

Disbursement Options

*Default Check Format: GENZ \$0 Amount Check Payment: ☐

Allow Pre-Assigned Check Numbers: ☒

Prenote/EFT

Number of EFT Lag Days: 3 \$0 Amount EFT Payment: ☒

EFT to Hard Copy: ☐

EFT to Hard Copy for Intercept: ☒

*Default EFT Format: CCD

Allow Remittance Advice for EFT Payments: ☒

Top

Field Name	Description
Allow for Miscellaneous Vendors	If checked, miscellaneous vendors will be allowed on Check Writer files. This checkbox will be checked in KY.
Bypass Vendor Intercept	Determines the value that will default on the CW Header table. This will be set to 'No Value Selected' in KY, which will require central users to set this field for each file.
Allow Intercept of Miscellaneous Vendors	If checked, payments to miscellaneous vendors can be intercepted. This checkbox will be checked in KY.
Event Type for Intercept Posting	The event type used on the CWA document for the intercept accounting line(s). This will be 'CW01' in KY.
Posting Code for 1099 Posting	The posting code used to post 1099 reportable payments to the 1099 Journal. This will be 'D090' in KY.
Number of Cut Off Payment Days	The maximum number of calendar days between the Payment Date on a Check Writer file and the current date for processing Check Writer files. This will be set to 45 in KY.
TIN and TIN Type for Miscellaneous Vendors	Determines whether or not TIN and TIN Type are required for miscellaneous vendors. In KY, this will be set to 'Conditionally Required', which will require a TIN and TIN Type if 1099 reportable accounting elements are used.
1099 Reportable Funding Validation	Indicates if applicable funding attributes (i.e Object, Sub Object, BSA, or Sub BSA) should be checked for 1099 reportability prior to updating the 1099 Journal. This will be checked in KY.
Accounting Line Presence	Indicates if the submitting departments must supply at least one accounting line with \$0 amount even if all payment lines on the file have \$0 amounts. This will not be checked in KY.
Allow Check and EFT Payments on File	Determines whether or not check and EFT payments can be combined on Check Writer files. This checkbox will be checked in KY.
Default Check Format	The check format that is defaulted on the CW Header table. This will be set to 'GENZ' in KY.
Allow Pre-Assigned Check Numbers	Indicates if check payments can be supplied by submitting departments with pre-assigned check numbers. This checkbox will be checked in KY.
\$0 Amount Check Payment	Indicates if the submitting departments can supply check payments with \$0 amounts. This indicator does not apply to check payments that are fully intercepted. This checkbox will not be checked in KY.
Number of EFT Lag Days	The number of business days after which EFT payments will become effective. This will be set to '3' in KY.
EFT to Hard Copy	This flag will force payments selected as EFT disbursements to generate checks. This checkbox will not be checked in KY.
EFT to Hard Copy for Intercept	This flag will force intercepted payments that would have been disbursed as EFTs to be disbursed as checks. This checkbox will be checked in KY.
Default EFT Format	The EFT format that is defaulted on the CW Header table. This will be set to 'CCD' in KY.
Allow Remittance Advice for EFT Payments	This flag indicates if EFT payments can be supplied by submitting departments along with remittance advice records. This checkbox will be checked in KY.
\$0 Amount EFT Payment	Indicates if submitting departments can supply EFT payments with \$0 amounts (i.e. prenotes). This indicator does not apply to EFT payments that are fully intercepted. This checkbox will be checked in KY.

CW Pre-Assigned Check Number (CWCHK)

The pre-assigned check number (CWCHK) table is used by department users to record information regarding CW files where the check number has been pre-assigned by the submitting department. An entry on this table must be made before the corresponding CW file may be processed. Information on this table includes, starting and ending check numbers that have been pre-assigned for the payment included in the CW file. The Pre-Assigned Check Numbers flag on the Check Writer Options table must be set to “allowed” before adding any records to this table. When a new record is inserted on the table, the Next Available Check Number on the Bank table for the respective Bank Account Code is updated as well as the Starting Check Number and the Ending Check Number fields on this table.

Records on this table can only be modified or deleted if the following conditions are true:

Table Action: Modify

(Only field values that may change are the Department, CW File ID, and/or Unit)

- Corresponding CW Header record does not exist for the old Department/CW File ID values.
- Corresponding CW Header record exists for the new Department/CW File ID values, the CW File has CW Run Status of 'Pending department certification'.

Table Action: Delete

- Corresponding CW Header record does not exist for the Department/CW File ID, or if the CW Header record does exist, then CW Run Status must equal 'Pending department certification'.
- Ending Check Number on the CWCHK equals the Next Check Number - 1 on Bank table for the Bank.

Check Writer Pre-Assigned Check Number (CWCHK) Table

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AMS ADVANTAGE

Welcome, Jenny Cox

Procurement Budget Accounts Receivable Accounts Payable Cost Accounting

Training 1 Financial
 Message Center
 Search
 Page Search
 Document Catalog
 InfoAdvantage
 History
 Favorites
 Administration

Check Writer Pre-Assigned Check Number

Menu

Department	Unit	Check Writer File ID	Check Bank Account Code
✓ 758	UNIT	W0000060740001	G1

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

General Info

*Department: 758 Starting Check Number: 0000000000000001
 Unit: UNIT Ending Check Number: 0000000000000015
 *Check Writer File ID: W0000060740001 All Checks Used: ☐
 *Check Bank Account Code: G1
 *Number of Checks Requested: 15

Change Management

Requested Date/Time Stamp: 03-30-2006 12:43:00 All Checks Used Date/Time Stamp:
 Requested User ID: jcox All Checks Used User ID:

Top

AMS

Done

Internet

Start C:\My Docume... CM 1003 Dece... Inbox - Micros... AMS Advantag... AMS Advantag... 10:39 AM

Field Name	Description
Department	Required. Unique Key field. Entered manually by department user prior to running the Pre-edit job and applying department certification.
Unit	Required. Entered manually by department user prior to running the Pre-edit job and applying department certification.
Check Writer File ID	Required. Unique Key field. Entered manually by department user prior to running the Pre-edit job and applying department certification.
Check Bank Account Code	Required. Entered manually by department user prior to running the Pre-edit job and applying department certification.
Number of Checks Requested	Required. Entered manually by department user prior to running the Pre-edit job and applying department certification.
Starting Check Number	Protected field. Assigned by the application upon inserting a record to this table based on the Next Available Check Number of the respective Bank Account Code.
Ending Check Number	Protected field. Assigned by the application upon inserting a record to this table

Field Name	Description
	based on the Next Available Check Number of the respective Bank Account Code and the Number of Checks Requested.
All Checks Used	Protected field. Field will be checked upon successfully processing the CW Check/EFT Generation batch job against the respective CW file. This will indicate that the pre-assigned check numbers of all payments on a CW file have been all used and none have been skipped.
Requested Date/ Time Stamp	Protected field. Field shall be populated with the application server date/time stamp when record is inserted.
Requested User ID	Protected field. The user-id of the person who inserted a record to this table.
All Checks Used Date/ Time Stamp	Protected field. Field shall be populated with the application server date/time stamp when the CW Check/EFT Generation process is executed against this record.
All Checks Used User ID	Protected field. The user-id of the person who processed the CW Check/EFT Generation batch job.

CW Header (CWHDR)

The header table is initially loaded with information from the header record of each Check Writer file and is continually updated by the system as the file is processed. It includes disbursement information, certification information, processing information, and various control fields that are used for validation. The page includes links to the Check Writer Accounting, Check Writer Payment and Check Writer Vendor Intercept tables. Some fields on this table can be updated by Central users, but most will be protected from user updates. If changes are made by Central users after the Pre-Edit has been run successfully, the Central user must run Pre-Edit again prior to applying central certification.

Loaded Check Writer files require two levels of certification (department and central office) before running any subsequent Check Writer batch processes. Departments begin by loading a Check Writer file which inserts records to this and other tables. A department user then runs the pre-edit job to find any errors that would occur during the processing of the file. After the pre-edit has been run successfully (i.e. error free), a department user selects the department certification checkbox on the CWHDR table and saves the record. This indicates to the central office that the file is ready for further processing.

A central user then runs the pre-edit job to verify that there are no errors in the file. After the pre-edit has been run successfully (i.e. error free), the central user selects the central certification checkbox on the CWHDR table and saves the record. The central user can then continue manually processing the file, or allow the file to be processed during the nightly cycle.

Check Writer Header (CWHDR) Table: General Info and Disbursement Information

AMS ADVANTAGE

Welcome, Jenny Cox

[Procurement](#)
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[Accounts Receivable](#)
[Accounts Payable](#)
[Cost Accounting](#)

[Home](#)
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Message Center

Search

[Page Search](#)
[Document Catalog](#)
[Info Advantage](#)

History

Favorites

Administration

Check Writer Header

Department

Unit

Check Writer File ID

Bank Account Code

Payment Date

758

UNIT

V000006074000

G1

03/15/2006

First Prev Next Last

Save

Undo

Search

General Info

*Department:

758

Fin Controller

Unit:

UNIT

*Check Writer File ID:

V000006074000

*Bank Account Code:

G1

Payment Date:

03/15/2006

EFT Effective Date:

Processing Date:

Hold:

☐

Hold Reason:

Budget Fiscal Year:

Fiscal Year:

Period:

Payment Description:

TRAINING CHECKWRITER FILE

Number of Payment Lines:

15

Number of Accounting Lines:

2

Total Payment Amount:

16386.54

Total Intercept Amount:

First Vendor Legal Name:

Amanda Bates

Last Vendor Legal Name:

Emily Hancock

Disbursement Information

*Bypass Vendor Intercept:

No Value Selected

EFT to Hard Copy:

☐

EFT to Hard Copy for Intercept:

☒

*Number of EFT Lag Days:

3

CW File Includes EFT:

☐

Starting Check Number:

Ending Check Number:

Permit Number:

CW File Includes Check/Remittance

Advice (EFT):

Check Printing Status:

Not Ready for Printing

ACH File Generation Status:

Not Ready for Generation

EFT Format:

CCD

EFT Format Description:

CCD

Check Format:

GENC

Check Format Description:

Generic C-Fold

Disbursement Category:

STM


Disbursement Category Description:

Sealed Treasury Mailed

Disbursement Handling:

Disbursement Handling Description:

Field Name	Description
Department	Protected field. Required. Key field. Populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Department Short Name	Protected field. Required. Inferred from DEPT table based on the Department specified.
Unit	Protected field. Populated from the corresponding field on the CW Header Component upon loading a CW XML file. Populated value must not be changed manually.
Check Writer File ID	Protected field. Required. Key field. Populated from the corresponding field on the CW Header Component upon loading a CW XML file.



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Field Name	Description
Unit Short Name	Protected field. Inferred from UNIT table based on the Unit specified.
Bank Account Code	Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file. If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied. Must be a valid value on Bank table.
Payment Date	Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file. If changed by authorized users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied. Format (MM/DD/CCYY) If Payment Date specified on Check Writer file is less than the current date, the Payment Date will be set to the current date during processing.
Payment Description	Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file. This field can be changed by central users.
Contact Code	The contact code of the department whose address will appear on the check. Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file. If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied
Budget Fiscal Year	Initially populated from the corresponding field on the CW Header Component upon loading a CW file. If blank, field value on CWA document created by CW CWA Generation process will be populated based on the Application Control Date when CWA document is submitted. The format is CCYY.
Fiscal Year	Initially populated from the corresponding field on the CW Header Component upon loading a CW file. If blank, field value on CWA document created by CW CWA Generation process will be populated based on the Application Control Date when CWA document is submitted. The format is CCYY.
Period	Initially populated from the corresponding field on the CW Header Component upon loading a CW file. If blank, field value on CWA document created by CW CWA Generation process will be populated based on the Application Control Date when CWA document is submitted.
EFT Format	Initially populated from the corresponding field on the CW Header Component upon loading a CW file. If blank, field value on will be inferred from the corresponding field on the CW Options during the CW Table Load process based on the fiscal year for the Application Control Date. If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied. Valid values are defined in the Disbursement Format table where the Disbursement Type = 'EFT'.

Field Name	Description
Check Format	<p>Initially populated from the corresponding field on the CW Header Component upon loading a CW file.</p> <p>If blank, field value on will be inferred from the corresponding field on the CW Options during the CW Table Load process based on the fiscal year for the Application Control Date.</p> <p>If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied. Valid values are defined in the Disbursement Format table where the Disbursement Type = 'Check'.</p>
Disbursement Category	<p>Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file.</p> <p>If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied.</p>
Disbursement Handling	Not used by KY.
Number of EFT Lag Days	<p>Field indicates the number of days after which EFT payments will become effective. It can be set to 0 or greater. Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file.</p> <p>If blank, field value on will be inferred from the corresponding field on the CW Options during the CW Table Load process based on the fiscal year for the Application Control Date.</p> <p>If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied.</p>
EFT to Hard Copy	<p>Field indicates if all supplied EFT payments in a CW file must be disbursed as checks. Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file.</p> <p>If blank, field value on will be inferred from the corresponding field on the CW Options during the CW Table Load process based on the fiscal year for the Application Control Date.</p> <p>If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied.</p>
EFT to Hard Copy for Intercept	<p>Field indicates if all supplied EFT payments in a CW file must be disbursed as checks. Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file.</p> <p>If blank, field value on will be inferred from the corresponding field on the CW Options during the CW Table Load process based on the fiscal year for the Application Control Date.</p> <p>If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied.</p>
Bypass Vendor Intercept	<p>Initially blank upon loading a CW XML file.</p> <p>Field value on will be inferred from the corresponding field on the CW Options during the CW Table Load process based on the fiscal year for the Application Control Date.</p> <p>If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied.</p>

Field Name	Description
Hold	Initially set to default value upon loading a CW XML file. Field value can be changed by central user if both of the following conditions are true: CW Run Status is set to "Pending department certifications, "Pending central office certification" or "Pending CWA generation"; and CWA Generation Status is set to blank or "Pending Generation".
Hold Reason	Initially set to default value upon loading a CW XML file. If the Hold flag is manually set to "Yes", then this field must be populated. Valid values are on the Hold Reason (HLDR) table.

Check Writer Header (CWHDR) Table: Contact Management, Processing Management Status and Contact Information

▼Certification Management	
Department Certification : <input type="checkbox"/>	Central Certification : <input type="checkbox"/>
Department Certification Date/Time Stamp : <input type="text"/>	Central Certification Date/Time Stamp : <input type="text"/>
Department Certification User ID : <input type="text"/>	Central Certification User ID : <input type="text"/>
▼Processing Management Status	
CW Run Status : <input type="text" value="Pending department certification"/>	
Load Date/Time Stamp : 03-14-2006 11:22:05	Load User ID : ajones
Pre-Edit Processing Date/Time Stamp : <input type="text"/>	Pre-Edit Processing User ID : <input type="text"/>
Pre-Edit Successful : <input type="checkbox"/>	
CWA Generated : <input type="checkbox"/>	
CWA Generation Date/Time Stamp : <input type="text"/>	CWA Generation User ID : <input type="text"/>
CWA Document Final : <input type="checkbox"/>	CWA Document Override Level : <input type="text"/>
CWA Document Processing Date/Time Stamp : <input type="text"/>	CWA Document Processing User ID : <input type="text"/>
CW Intercept Status : <input type="text"/>	
CWI Generation Date/Time Stamp : <input type="text"/>	CWI Generation User ID : <input type="text"/>
Check/EFT Generation Date/Time Stamp : <input type="text"/>	Check/EFT Generation User ID : <input type="text"/>
1099 Processing Date/Time Stamp : <input type="text"/>	1099 Processing User ID : <input type="text"/>
Check Printing Generation Date/Time Stamp : <input type="text"/>	Check Printing Generation User ID : <input type="text"/>
ACH File Generation Date/Time Stamp : <input type="text"/>	ACH File Generation User ID : <input type="text"/>
▼Contact Information	
Contact : <input type="text" value="38"/>	Contact Name : Finance Secretary's Office
Address 1 : <input type="text"/>	Email : <input type="text"/>
Address 2 : 701 Capitol Avenue, Room 388	Phone Number : <input type="text"/>
Address 3 : <input type="text"/>	Phone Extension : <input type="text"/>
City : Frankfort	Fax Number : <input type="text"/>
State : KY	
Zip : 40601	
Country : <input type="text"/>	
Top Check Writer Accounting Check Writer Payment Check Writer Vendor Intercept	

Field Name	Description
Department Certification	Initially set to default value upon loading a CW XML file. It can manually be set to: <ul style="list-style-type: none"> Yes – CW file is certified for further processing. No – CW file is not yet been certified for further processing and certification by department is required. Its value must not be changed from 'Yes' to 'No' if the Central Certification is set to "Y".
Central Certification	Initially set to default value upon loading a CW XML file. It can manually be set to: <p>Yes – CW file is certified for further processing.</p> <p>No – CW file is not yet been certified for further processing and certification by central is required.</p> Its value must not be changed from "Y" to "N" if the CWA Generation Status is set to "generated".
Check Printing Status	Initially set to 0 upon loading a CW XML file. This will be a CVL with the following valid values: <ul style="list-style-type: none"> Not Ready for Printing Ready for Original Printing Ready for Re-Printing Printed Re-Printed Not Applicable If blank, field value on will be set to "Not Ready for Printing" during the CW Load process. May only be changed manually to "Ready for Re-Printing" if it was already set to "Printed" or "Re-Printed".
ACH File Generation Status	Initially set to 1 upon loading a CW XML file. This will be a CVL with the following valid values: <ul style="list-style-type: none"> Not Ready for Generation Ready for Original Generation Ready for Re-Generation Generated Re-Generated Not Applicable If blank, field value on will be set to "Not Ready for Generation" during the CW load process. May only be changed manually to "Ready for Re-Generation" if it was already set to "Generated" or "Re-Generated".
Check Format Description	Protected field. Inferred from the Disbursement Format table based on the Check Format when inserting a record into this table.
Disbursement Category Description	Protected field. Inferred from the Disbursement Category table based on the Disbursement Category when inserting a record into this table.
Disbursement Handling Description	Protected field. Inferred from the Disbursement Handling table based on the Disbursement Handling when inserting a record into this table.
Total Payments Amount	Protected field. Populated from the corresponding field on the CW Header Component upon loading a CW XML file.

Field Name	Description
Number of Payment Lines	Protected field. Populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Number of Accounting Lines	Protected field. Populated from the corresponding field on the CW Header Component upon loading a CW XML file.
First Vendor Legal Name	Protected field. Populated from the Legal Name on the CW Payment Component of the first payment in the file when running the CW Pre-Edit batch process.
Last Vendor Legal Name	Protected field. Populated from the Legal Name on the CW Payment Component of the Last payment in the file when running the CW Pre-Edit batch process.
Starting Check Number	Protected field. If a Check Writer file contains Check payments with pre-assigned check numbers, then it is populated from the Check Number on the CW Payment Component of the first payment in the file when running the CW Pre-Edit batch process. Otherwise it is populated from the Check Number that is assigned by the application to the first payment in the file during the CW Check/EFT Generation batch process.
Ending Check Number	Protected field. If a Check Writer file contains Check payments with pre-assigned check numbers, then it is populated from the Check Number on the CW Payment Component of the last payment in the file when running the CW Pre-Edit batch process. Otherwise it is populated from the Check Number that is assigned by the application to the last payment in the file during the CW Check/EFT Generation batch process.
Override Level	Protected field. Initially set to 0 upon loading a CW XML file. Then, will be updated upon processing the CWA document which will set it to the override level on the Header of the CWA document. It will be the override level of the last user id who has applied overrides to the CWA document. Valid values from "0" to "10".
Permit Number	Protected field. Populated from the corresponding field on the CW Header Component upon loading a CW XML file.
CW Run Status	Protected field (CVL). Initially set to 0 upon loading a CW XML file. This will be a CVL with the following valid values: <ul style="list-style-type: none"> • Pending department certification • Pending central office certification • Pending CWA generation • Pending Check/EFT Generation • Pending 1099 Posting • Processing completed
CW File Includes EFT	Protected field. Field indicates whether or not a CW file includes EFT payments. Initially set to default value upon loading a CW XML file. Field will be updated by CW Check/EFT Generation process.

Field Name	Description
CW File Includes Check/Remittance Advice (EFT)	Protected field (CVL). Field indicates whether or not a CW file includes Check and/or EFT Payments with Remittance Advice information. Initially set to default value upon loading a CW XML file. Field will be updated by CW Check/EFT Generation process. Valid values are: <ul style="list-style-type: none"> No Checks or Remittance Only Checks Only Remittance Advice Both Checks and Remittance Advice
CWA Generated	Protected field. Field indicates if a CWA document was created for a CW file. Initially set to default value upon loading a CW XML file. Then, the field will be updated when a CWA document is generated for the CW file by the CWA/CWI Generation process.
CWA Document Final	Protected field. Field initially set to default value upon loading a CW XML file. Then, the field will be updated when the generated CWA document is processed to Final status.
Load Date/Time Stamp	Protected field. Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the record is loaded to the table.
Load User ID	Protected field. Field initially set to default value upon loading a CW XML file. The user-id of department user who loads a CW record on this table.
Department Certification Date/ Time Stamp	Protected field. Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the department certification is applied.
Department Certification User ID	Protected field. Field initially set to default value upon loading a CW XML file. The user-id of department user who certifies a CW file on this table.
Central Certification Date/ Time Stamp	Protected field. Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the central certification is applied.
Central Certification User ID	Protected field. Field initially set to default value upon loading a CW XML file. The user-id of central user who certifies CW record on this table.
Pre-Edit Processing Date/Time Stamp	Protected field. Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CW Pre-Edit process is executed against the record. Field will be updated each time the CW Pre-Edit batch process runs.
Pre-Edit Processing User ID	Protected field. Field initially set to default value upon loading a CW XML file. The user-id of the user who processes the CW Pre-Edit batch job. Field will be updated each time the CW Pre-Edit batch process runs.
Pre-Edit Successful	Protected field. Field initially set to default value upon loading a CW XML file. The field will be updated by the CW Pre-Edit batch process to 'Yes' if the file passes all validations.
CWA Document Processing Date/Time Stamp	Protected field. Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CWA document generated for this CW file is processed.
CWA Document Processing User ID	Protected field. Field initially set to default value upon loading a CW XML file. The user-id of the user who processes associated CWA document.

Field Name	Description
CWA Generation Date/Time Stamp	Protected field. Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CWA Generation process is executed against the record.
CWA Generation User ID	Protected field. Field initially set to default value upon loading a CW XML file. The user-id of the user who processes the CW CWA Generation batch job.
CW Intercept Status	<p>Protected field. Field initially set to 0 upload loading a CW XML File. The system shall provide a field to record whether a payment within the CW File record has been intercepted. If a payment was not intercepted by the CWA Generation process, the process will set the field will be set to 'Not Applicable'. If a payment was intercepted, the field will be set to 'Pending generation'. Subsequent execution of the CWI Generation and submission of all the generated CWI's will result in the CW Intercept Status being set to 'Generated' and 'Processing completed', respectively. Possible values are:</p> <ul style="list-style-type: none"> • <blank> • Not applicable • Pending generation • Generated • Processing completed
CWI Generation Date/Time Stamp	Protected field. Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CWI Generation process is executed against the record.
CWI Generation User ID	Protected field. Field initially set to default value upon loading a CW XML file. The user-id of the user who processes the CW CWI Generation batch job.
Check/EFT Generation Date/Time Stamp	Protected field. Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CW Check/EFT Generation process is executed against the record.
Check/EFT Generation User ID	Protected field. Field initially set to default value upon loading a CW XML file. The user-id of the user who processes the CW Check/EFT Generation batch job.
1099 Posting Date/Time Stamp	Protected field. Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CW 1099 Posting process is executed against the record.
1099 Posting User ID	Protected field. Field initially set to default value upon loading a CW XML file. The user-id of the user who processes the CW 1099 Posting batch job.
Check Printing Date/Time Stamp	Protected field. Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CW Check/RA XML Generation process is executed against the record. Field will be updated when printing/re-printing the CW Check/RA XML files.
Check Printing User ID	Protected field. Field initially set to default value upon loading a CW XML file. The user-id of the user who processes the CW Check/RA XML Generation batch job. Field will be updated when printing/re-printing the CW Check/RA XML files.
ACH File Generation Date/Time Stamp	Protected field. Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CW ACH XML Generation process is executed against the record. Field will be updated when generating/re-generating the CW ACH XML files.

Field Name	Description
ACH File Generation User ID	Protected field. Field initially set to default value upon loading a CW XML file. The user-id of the user who processes the CW ACH XML Generation batch job. Field will be updated when generating/re-generating the CW ACH XML files.
Processing Date	Protected field. Field initially set to default value upon loading a CW XML file. The field shall be updated with the Application Date (Application Control) when the associated CWA document has been successfully submitted.
EFT Effective Date	Protected field. Field initially set to default value upon loading a CW XML file. Field will be populated by the CW Check/EFT Generation batch process based on the Payment Date and Number of Lag Days on this table. This date will be needed when generating ACH files.
Total Intercept Amount	Protected field. Field initially set to default value upon loading a CW XML file. If applicable, will be updated during the CW CWA/CWI Generation batch process. It must match the sum of intercepted amounts for all payment lines.
Payer Contact Name	Protected field. Inferred from the Contact table based on the Contact Code.
Payer Contact Address 1	Protected field. Inferred from the Contact table based on the Contact Code.
Payer Contact Address 2	Protected field. Inferred from the Contact table based on the Contact Code.
Payer Contact Address 3	Protected field. Inferred from the Contact table based on the Contact Code.
Payer Contact City	Protected field. Inferred from the Contact table based on the Contact Code.
Payer Contact State	Protected field. Inferred from the Contact table based on the Contact Code.
Payer Contact Zip	Protected field. Inferred from the Contact table based on the Contact Code.
Payer Contact Country	Protected field. Inferred from the Contact table based on the Contact Code.
Payer Contact Email Address	Protected field. Inferred from the Contact table based on the Contact Code.
Payer Contact Phone Number	Protected field. Inferred from the Contact table based on the Contact Code.
Payer Contact Phone Extension	Protected field. Inferred from the Contact table based on the Contact Code.
Payer Contact Fax Number	Protected field. Inferred from the Contact table based on the Contact Code.
Department Name	Protected field. Inferred from the Department table based on the Department Code.
Unit Name	Protected field. Inferred from the Unit table based on the Paying Dept Code.

CW Accounting (CWACTG)

The accounting table is used to record information from the accounting records of each Check Writer file. Records on this table are inserted and updated by the system, and all fields are protected from user updates. The table is used for online inquiry of the accounting distributions of the payments and the total amount being paid out from each accounting distribution. The page includes links to the Check Writer Header, Check Writer Payment and Check Writer Vendor Intercept tables.

If there are multiple accounting lines in a Check Writer file, then payments are paid proportionally out of all the accounting lines based on the accounting line's percentage of the total file amount.

Accounting Templates and department will be required elements on check writer files in KY. The accounting elements (Fund, Object, Function, etc.) associated with the Accounting Template will not be inferred onto the CW Accounting table until the CWA document is submitted to final.

Check Writer Accounting (CWACTIONG) Table

AMS ADVANTAGE

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Welcome, Jenny Cox

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Check Writer Accounting

Menu

Department	Unit	Check Writer File ID	Line Number	Processing Date	Line Amount	Intercepted Amount
✓ 758	UNIT	W000006074000	1		9752.95	0.00
758	UNIT	W000006074000	2		7233.59	0.00

[First](#)
[Prev](#)
[Next](#)
[Last](#)

Search

General Info

Department : 758

Budget FY :

Unit : UNIT

Fiscal Year :

Check Writer File ID : W000006074000

Period :

Line Number : 1

Processing Date :

Line Amount : 9752.95

Event Type : CA01

Intercepted Amount : 0.00

Accounting Template ID : G75802

Percentage of Total Amount : 57.42

Fund Accounting

Fund :

Object :

Dept Object :

Sub Fund :

Sub Object :

Dept Revenue :

Department : 758

Revenue :

Unit :

Sub Revenue :

Sub Unit :

BSA :

Appr Unit :

Sub BSA :

Detail Accounting

Location :

Reporting :

Program :

Sub Location :

Sub Reporting :

Phase :

Activity :

Task :

Program Period :

Sub Activity :

Sub Task :

Function :

Task Order :

Sub Function :

Top

[Check Writer Header](#)
[Check Writer Payment](#)
[Check Writer Vendor Intercept](#)

Field Name	Description
Department	Required. Key field. Protected field. Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Unit	Protected field. Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Check Writer File ID	Required. Key field. Protected field. Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Line Number	Required. Key field. Protected field. Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Line Amount	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file.
Intercepted Amount	Protected field. Field will be updated during the CW CWA Generation process. It must match the sum of intercepted amounts for all payment lines.
Percentage of Total Amount	Protected field. Field will be calculated by the CW Pre-Edit process. Value will be calculated by dividing the Accounting Line Amount by the Total Payment Amount on the CW Header table.
Budget Fiscal Year	Protected field. Field initially populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, field value on CWA document created by CW CWA Generation process will be populated based on the Application Control Date when CWA document is submitted. The format is CCYY.
Fiscal Year	Protected field. Field initially populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, field value on CWA document created by CW CWA/CWI Generation process will be populated based on the Application Control Date when CWA document is submitted. The format is CCYY.
Period	Protected field. Field initially populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, field value on CWA document created by CW CWA/CWI Generation process will be populated based on the Application Control Date when CWA document is submitted.
Event Type	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file.
Accounting Template ID	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file.
Fund	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Fund	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Department	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file.

Field Name	Description
Unit	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Unit	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Appropriation Unit	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Object	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Object	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Revenue Source	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Revenue Source	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Department Object	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Department Revenue Source	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Activity	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Activity	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.

Field Name	Description
Function	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Function	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Balance Sheet Account (BSA)	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Balance Sheet Account (BSA)	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Reporting	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Reporting	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Location	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Location	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Task	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Task	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Task Order	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.

Field Name	Description
Program	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Phase	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Program Period	Protected field. Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Processing Date	Protected field. Field is inferred from the associated header record on CW Header.

CW Payment (CWPYMT)

The payment table is used for online of payment records in each Check Writer file and contains information needed to produce a Check or EFT. A payment record includes information such as vendor code, vendor name, vendor address, payment amount, Taxpayer Identification information, check number, payment code (check or EFT), and ACH information for EFT payments. Records on this table are inserted and updated by the System. No fields are available for update by users.

The page includes links to the Check Writer Header and Check Writer Accounting, Check Writer Vendor Intercept and Check Writer ACH Addendum tables.

Check Writer Payment (CWPYMT) Table: General Information and Vendor Information

AMS ADVANTAGE							Home	Personalize	Help	Accessibility	Logout																																				
Welcome, Jenny Cox							Procurement Budget Accounts Receivable Accounts Payable Cost Accounting																																								
Message Center Search Page Search Document Catalog InfoAdvantage History Favorites Administration							<h2 style="margin: 0;">Check Writer Payment</h2> <p style="text-align: right; margin-top: -10px;">Menu</p>																																								
							<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Department</th> <th style="width: 5%;">Unit</th> <th style="width: 25%;">Check Writer File ID</th> <th style="width: 10%;">Line Number</th> <th style="width: 20%;">Vendor Customer</th> <th style="width: 25%;">Payment Amount</th> </tr> </thead> <tbody> <tr> <td>758</td> <td>UNIT</td> <td>VW000006074000</td> <td>11</td> <td>ZZMISCPART</td> <td style="text-align: right;">248.51</td> </tr> <tr> <td>758</td> <td>UNIT</td> <td>VW000006074000</td> <td>12</td> <td>ZZMISCPART</td> <td style="text-align: right;">1489.75</td> </tr> <tr> <td>758</td> <td>UNIT</td> <td>VW000006074000</td> <td>13</td> <td>VC0000100022</td> <td style="text-align: right;">1642.11</td> </tr> <tr> <td>758</td> <td>UNIT</td> <td>VW000006074000</td> <td>14</td> <td>VC0000100023</td> <td style="text-align: right;">360.00</td> </tr> <tr style="background-color: #ffffcc;"> <td>✓ 758</td> <td>UNIT</td> <td>VW000006074000</td> <td>15</td> <td>VC0000100024</td> <td style="text-align: right;">909.59</td> </tr> </tbody> </table>					Department	Unit	Check Writer File ID	Line Number	Vendor Customer	Payment Amount	758	UNIT	VW000006074000	11	ZZMISCPART	248.51	758	UNIT	VW000006074000	12	ZZMISCPART	1489.75	758	UNIT	VW000006074000	13	VC0000100022	1642.11	758	UNIT	VW000006074000	14	VC0000100023	360.00	✓ 758	UNIT	VW000006074000	15	VC0000100024	909.59
Department	Unit	Check Writer File ID	Line Number	Vendor Customer	Payment Amount																																										
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▼ General Info																																															
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Department : 758</p> <p>Unit : UNIT</p> <p>Check Writer File ID : VW000006074000</p> <p>Line Number : 15</p> <p>Total Number of Intercept Lines : 0</p> <p>Payment Date : 03/15/2006</p> <p>Processing Date :</p> </div> <div style="width: 35%;"> <p>Payment Code : CE</p> <p>Check/EFT Number :</p> <p>Payment Amount : 909.59</p> <p>Intercept Amount : 0.00</p> <p>Net Payment Amount : 909.59</p> <p>EFT Effective Date :</p> <p>Delivery Point :</p> </div> </div> <div style="margin-top: 10px;"> Comments : <div style="border: 1px solid black; height: 40px; width: 200px;"></div> </div>																																															
▼ Vendor Information																																															
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Vendor Customer : VC0000100024</p> <p>Legal Name : Emily Hancock</p> <p>Alias/DBA :</p> <p>Taxpayer ID Number :</p> <p>TIN Type :</p> <p>Vendor Contact ID :</p> <p>Email :</p> <p>Miscellaneous Vendor : </p> </div> <div style="width: 50%;"> <p>Address Code : AD001</p> <p>Street 1 : 735 Vine St.</p> <p>Street 2 : Apt. 321</p> <p>City : Frankfort</p> <p>State/Province : KY</p> <p>Zip/Postal Code : 40601</p> <p>Country : US</p> <p>County :</p> </div> </div>																																															

Field Name	Description
Department	Required. Key field. Protected field. Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Unit	Protected field. Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.

Field Name	Description
Check Writer File ID	Required. Key field. Protected field. Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Line Number	Required. Key field. Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW XML file.
Vendor/Customer	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. Must be a valid code on the Vendor/Customer table (VCUST). Validation performed by Pre-Edit process.
Taxpayer Identification Number (TIN)	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer corresponding field on VCUST for Vendor/Customer.
TIN Type	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer corresponding field on VCUST for Vendor/Customer.
Legal Name	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer corresponding field on VCUST for Vendor/Customer.
Alias/DBA	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer corresponding field on VCUST for Vendor/Customer.
Vendor Contact ID	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file.
Address Code	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer from active default address of Address Type 'Payment' on VCUST for Vendor/Customer.
Street 1	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer from active default address of Address Type 'Payment' on VCUST for Vendor/Customer.
Street 2	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer from active default address of Address Type 'Payment' on VCUST for Vendor/Customer.
City	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer from active default address of Address Type 'Payment' on VCUST for Vendor/Customer.

Field Name	Description
State/Province	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer from active default address of Address Type 'Payment' on VCUST for Vendor/Customer.
Zip	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer from active default address of Address Type 'Payment' on VCUST for Vendor/Customer.
Country	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer from active default address of Address Type 'Payment' on VCUST for Vendor/Customer.
Delivery Point	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file.
Payment Amount	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file.
Comments	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file.
Payment Code	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. Valid values are: <ul style="list-style-type: none"> • CW – Check • CE – EFT
Check/EFT Number	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. For check payments, this field is the Check Number. If not pre-assigned, the check number will be assigned from the Bank table based on the Bank Account Code on the CW Header table. For EFT payments, this field is the EFT Number, which will always be assigned from the Bank table based on the Bank Account Code on the CW Header table.

Check Writer Payment (CWPYMT) Table: ACH Information, Remittance Advice and Intercept Transfer Document

▼ACH Information ACH Transaction Code : 22 ACH Receiving Individual Name : EFT1 Total Number of ACH Addendum Lines : 1 Discretionary Data :	
▼Remittance Advice Payment Remittance Advice : <div style="border: 1px solid black; height: 60px; width: 280px; margin-left: 20px;"></div>	
▼Intercept Transfer Document CWI Document Code : CWI Document Processing Date/Time Stamp : CWI Document Department : CWI Document Processing User ID : CWI Document Unit : CWI Document ID :	
Top Check Writer Addendum Check Writer Header Check Writer Accounting Check Writer Vendor Intercept	

Field Name	Comments
ACH Transaction Code	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. For check payments, it will be always blank. For EFT payments, it will be populated from the corresponding field on the CW Payment Component upon loading a CW file.
ACH Receiving Company or Individual Name	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. For check payments, it will be always blank. For EFT payments, it will be populated from the corresponding field on the CW Payment Component upon loading a CW file. It will include a unique payment number assigned by submitting departments.
Discretionary Data	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. For check payments, it will be always blank. For EFT payments, it will be populated from the corresponding field on the CW Payment Component upon loading a CW file. It can include any code that is significant to the submitting department.
Total Number of ACH Addendum Lines	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. For check payments, it will be always 0. For EFT payments, it will be populated from the corresponding field on the CW Payment Component upon loading a CW file. It includes the Number of ACH Addendum records associated with an EFT payment. For the EFT Format CCD, valid values are 0 or 1.

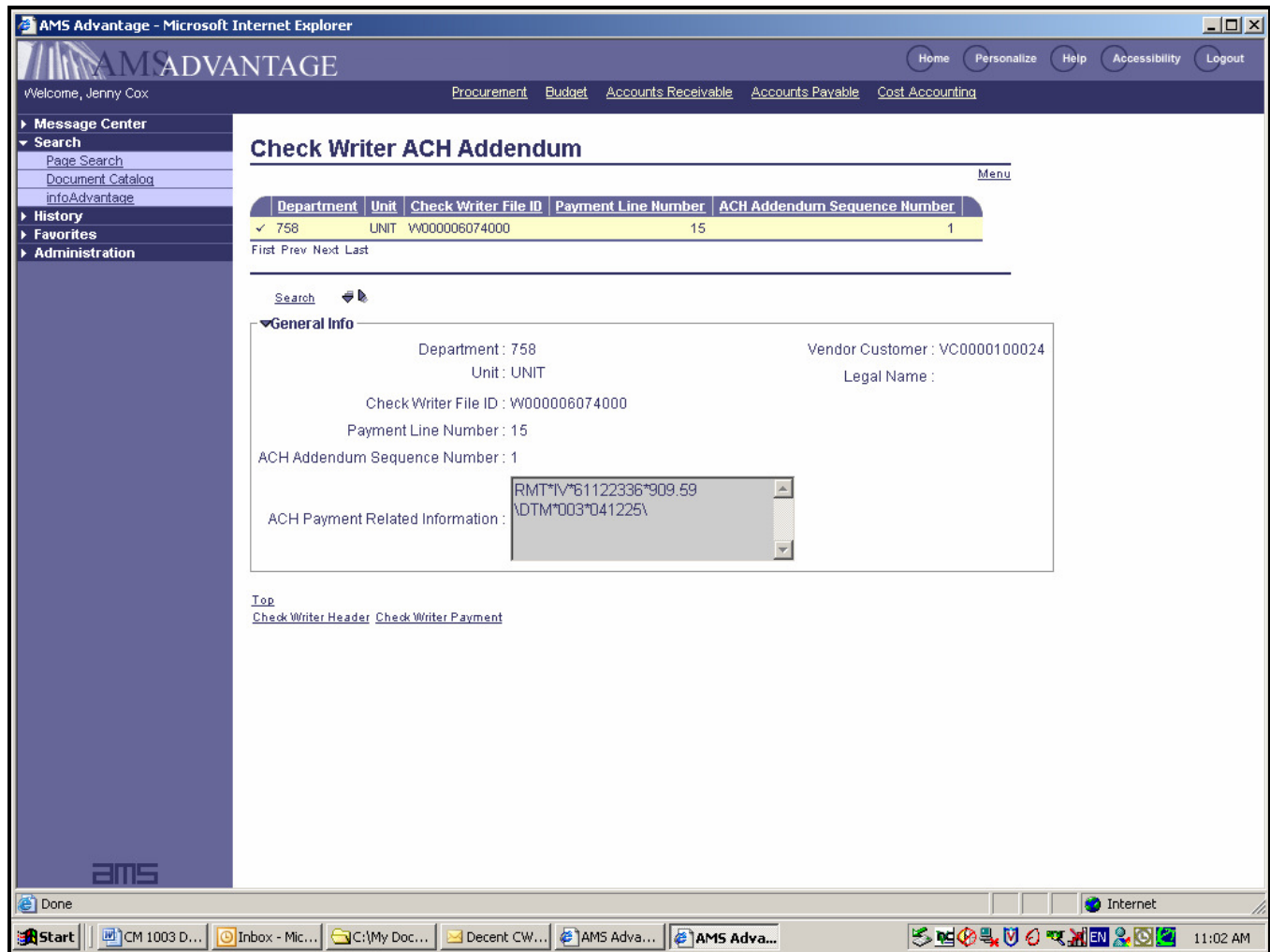
Field Name	Comments
Vendor Miscellaneous	Protected field. Field will be set to default value upon loading a CW file. Field will be updated during the CW Pre-Edit process. Valid values are: <ul style="list-style-type: none"> • Yes – (i.e. miscellaneous vendor), or • No – (i.e. non-miscellaneous vendor)
Total Number of Payment Intercept Lines	Protected field. Field will be set to default value upon loading a CW file. If applicable, will be updated during the CW CWA Generation batch process. In this case, it will include the number of Payment Intercept lines that are associated with an EFT or Check payment on the CW Vendor Intercept table.
Intercept Amount	Protected field. Field will be set to default value upon loading a CW file. If applicable, field will be updated during the CW CWA Generation batch process. In this case, it must match the sum of intercept amounts for all associated payment intercept lines.
Net Payment Amount	Protected field. Field will be set to default value upon loading a CW file. If applicable, field will be updated during the CW CWA Generation batch process. Field will be updated during the CW CWA Generation batch process by subtracting Intercept Amount from Payment Amount.
Processing Date	Protected field. Field will be set to default value upon loading a CW file. Then, field will be populated from associated record on the CW Header table when CWA document generated by CWA Generation process is submitted to Final.
Payment Date	Protected field. Field will be set to default value upon loading a CW file. Then, field will be populated from associated record on the CW Header table when CWA document generated by CWA Generation process is submitted to Final
EFT Effective Date	Protected field. Field will be set to default value upon loading a CW file. Then, field will be populated from associated record on the CW Header table when running the CW Check/EFT Generation batch process.
Payment Remittance Advice	Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW file. Includes payment-related information provided by submitting department.
CWI Document Code	Protected field. Field will be set to default value upon loading a CW file. Then, field may be populated upon the generating of the CWI document during the CW CWI Generation batch process if the payment is subject to intercept.
CWI Document Department	Protected field. Field will be set to default value upon loading a CW file. Then, field may be populated upon the generating of the CWI document during the CW CWI Generation batch process if the payment is subject to intercept.
CWI Document Unit	Protected field. Field will be set to default value upon loading a CW file. Then, field may be populated upon the generating of the CWI document during the CW CWI Generation batch process if the payment is subject to intercept.
CWI Document ID	Protected field. Field will be set to default value upon loading a CW file. Then, field may be populated upon the generating of the CWI document during the CW CWI Generation batch process if the payment is subject to intercept.
CWI Document Processing Date/ Time Stamp	Protected field. Field will be set to default value upon loading a CW file. Then, if a payment is intercepted and its CWI document is generated, this field will be updated upon processing associated CWI document.
CWI Document Processing User ID	Protected field. Field will be set to default value upon loading a CW file. Then, if a payment is intercepted and its CWI document is generated, this field will be updated upon processing associated CWI document.

CW ACH Addendum (CWADNM)

The addendum table is used for online inquiry of ACH Addendum records associated with some EFT payments. Addendum records contain payment-related information (e.g. purchase order number, invoice number, invoice date) for electronic payments. Records on this table are inserted and updated by the System. No fields are available for update by users.

The page includes links to the Check Writer Header and Check Writer Payment tables.

Check Writer ACH Addendum (CWADNM) Table



Field Name	Description
Department	Required. Key field. Protected field. Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Unit	Protected field. Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.

Field Name	Description
Check Writer File ID	Required. Key field. Protected field. Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Payment Line Number	Required. Key field. Protected field. Field populated from the corresponding field on the CW Payment Component upon loading a CW XML file.
ACH Addendum Sequence Line Number	Required. Key field. Protected field. Field populated from the corresponding field on the CW ACH Addendum Component upon loading a CW XML file.
Vendor/Customer	Protected field. Field populated from the corresponding field on the CW Payment line associated with the ACH Addendum upon loading a CW XML file.
Legal Name	Protected field. Field populated from the corresponding field on the CW Payment line associated with the ACH Addendum upon loading a CW XML file.
ACH Payment Related Information	Protected field. Field populated from the corresponding field on the CW ACH Addendum Component upon loading a CW file. Payment-related information provided by submitting department.


[CW Vendor Intercept \(CWVINCT\)](#)

The Check Writer Vendor Intercept table is used for online inquiry of Check Writer payment intercept information. This includes payee information, claim information, and claim contact information. Records on this table are inserted and updated by the System. No fields are available for update by users. The page includes links to the Check Writer Header, Check Writer Payment, and Check Writer ACH Addendum tables.

Debt records inserted into this table are not provided by departments on the CW XML input file. These records are generated by the Check Writer CWA Generation batch process when payments for vendors with outstanding debts are intercepted.

The number of records on this table for an intercepted payment will be based on the number of times the payment is intercepted and the number of accounting lines associated with the payment. Each time the payment is intercepted the intercepted amount will be proportionally applied to the associated accounting lines and a record will be inserted on the CW Vendor Intercept table for each accounting line. For example, if the payment is intercepted once and the file has 3 accounting lines, then there will be 3 records inserted into CWVINCT. If the payment is intercepted twice, and the file has 3 accounting lines, then there will be 6 records inserted into CWVINCT.

Check Writer Vendor Intercept (CWVINCT) Table



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Welcome, Jennifer Dearborn

[Accounts Payable](#)
[Procurement](#)
[Budgeting](#)
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UAT Environment - FIN
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Check Writer Vendor Intercept

Menu

Department	Unit	Check Writer File ID	Payment Line Number	Intercept Line Number	Vendor Customer	Intercept Amount
✓ 758	UNIT	W000006074004	13	1	N/A	143.55
758	UNIT	W000006074004	13	2	N/A	106.45
758	UNIT	W000006074004	13	3	N/A	28.71
758	UNIT	W000006074004	13	4	N/A	21.29

First Prev Next Last

Search

General Info

Department : 758
Unit : UNIT
Check Writer File ID : W000006074004
Payment Line Number : 13
Intercept Line Number : 1
Accounting Line Number : 1
Intercept Amount : 143.55
Entity : 075
Kentucky Higher Education Assistance Authority
Debt Type : 002
KHEAA

Vendor Customer : N/A
Legal Name : CHRIS COOK
TIN : 401239999
TIN Type : 2
Intercept Priority : 20
Payment Code : CW
Check/EFT Number :
Intercept Date : 3/9/06

Receivable Document


Receivable Document Code : N/A
Receivable Document ID : N/A
Receivable Document Department : N/A
Receivable Vendor Line : 0
Receivable Document Unit : N/A
Receivable Accounting Line : 0
Billing Profile :
AR Dept : ALL
AR Unit : ALL

Intercept Contact

Claim Contact Name : Alison Simms
Claim Contact Phone : 502-334-6456
Claim Contact Email : ashley.jones@ky.gov
Claim Contact Phone Extension :
Claim Contact Fax :

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[Check Writer Header](#)
[Check Writer Accounting](#)
[Check Writer Payment](#)

Field Name	Description
Department	Required. Key field. Protected field. Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Unit	Protected field. Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Check Writer File ID	Required. Key field. Protected field. Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Payment Line Number	Required. Key field. Protected field. Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Intercept Line Number	Required. Key field. Protected field. Unique number generated sequentially within a Department/CW File ID/Payment Line Number on insert. Number is generated by CWA Generation process.



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Field Name	Description
Accounting Line Number	Required. Key field. Protected field. Field populated from the corresponding field on the CW Accounting record by the CWA Generation process.
Vendor Customer	Protected field. Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Legal Name	Protected field. Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
TIN	Protected field. Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
TIN Type	Protected field. Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Payment Code	Protected field. Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Check/EFT Number	Protected field. Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Intercept Amount	Protected field. Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Intercept Date	Protected field. Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Entity	Protected field. Field populated from the corresponding field on the Intercept Request (INTR) table by the CWA Generation process.
Debt Type	Protected field. Field populated from the corresponding field on the Intercept Request (INTR) table by the CWA Generation process.
Receivable Document Code	Protected field. Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Receivable Document Department Code	Protected field. Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Receivable Document Unit	Protected field. Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Receivable Document ID	Protected field. Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Receivable Accounting Line	Protected field. Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Receivable Vendor Line	Protected field. Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Claim Contact Name	Protected field. Field populated from the corresponding field on the Claim Contact on Intercept Request (INTR) table for internal debts by the CWA Generation process.
Claim Contact E-mail Address	Protected field. Field populated from the corresponding field on the Claim Contact on Intercept Request (INTR) table for internal debts by the CWA Generation process.
Claim Contact Phone Number	Protected field. Field populated from the corresponding field on the Claim Contact on Intercept Request (INTR) table for internal debts by the CWA Generation process.
Claim Contact Phone	Protected field. Field populated from the corresponding field on the Claim Contact

Field Name	Description
Extension	on Intercept Request (INTR) table for internal debts by the CWA Generation process.
Claim Contact Fax Number	Protected field. Field populated from the corresponding field on the Claim Contact on Intercept Request (INTR) table for internal debts by the CWA Generation process.
Billing Profile	Protected field. Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Intercept Priority	Protected field. Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Entity Name	Protected field. Field populated from the corresponding field on the Entity table for the Entity specified on the Intercept Request (INTR) table by the CWA Generation process.
Debt Name	Protected field. Field populated from the corresponding field on the Debt Type table for the Debt Type specified on the Intercept Request (INTR) table by the CWA Generation process.
AR Dept	Protected field. Field populated from the corresponding field on the Intercept Request (INTR) table by the CWA Generation process.
AR Unit	Protected field. Field populated from the corresponding field on the Intercept Request (INTR) table by the CWA Generation process.

3 – Check Writer Jobs (Processes)

Check Writer Table Load Chain

The CW Table Load Chain will be run by department users to load the Check Writer file information to the system. The Table Load Chain parses the Check Writer XML files received from departments and loads the parsed data into the respective CW tables. Only data type validation is performed by this process. There are 2 jobs that comprise the Table Load chain:

1. CW Header Load – parses the XML file and loads the CWHDR table
2. CW Component Load – loads the CWACTG, CWPYMT, and CWADNM tables

The XML file name must be specified in the job parameters in order to be loaded. One or multiple files can be loaded at the same time. If multiple files are to be loaded, then the file names must be separated by a comma (e.g. CW123.xml,CW456.xml,CW789.xml). Note: The .xml extension is listed and there are NO spaces between the commas and the file names.

Check Writer Pre-Edit Chain

The CW Pre-Edit chain will be run by both Department and Central users to validate the Check Writer file information. The Pre-Edit Chain performs validation for all information provided in the Check Writer files. While payment and other non-accounting information can be validated by referencing tables with related information, accounting information and cash/budgets must be validated using document edits. The Pre-Edit chain will create and validate a CWE document to reveal these types of errors. The CWE is identical to the CWA document that will later be created to record the accounting impacts of the CW file. There are 5 jobs that comprise the Pre-Edit chain:

1. Inferences and Validations – infer and validate all non-accounting data on the CWHDR and CWPYMT tables. This job also creates the Non-Accounting Error report.
2. Accounting Document XML Generation – generate the XML to create the CW Pre-Edit (CWE) document to validate the accounting information on the file.
3. Load & Validate – load the CWE document and performs a validate action.
4. Generate Accounting Report – generate the Accounting Error report based on errors retrieved from the CWE document in the previous step.
5. Discard – discard the CWE document.

CW files with a CW Run Status of 'Pending Department Certification' or 'Pending Central Certification' can be processed by the Pre-Edit Chain. CW files can only be processed one at a time and must be specified in the job parameters.

Check Writer Clean-Up

The CW Clean-Up process allows department users to delete all information loaded into the CW tables from Check Writer input file(s) that failed the CW Pre-Edit process. By deleting the failed file information, the department may correct the information, re-send and re-process the corrected CW input file. Since Clean-Up may only be run on files that have a status of 'Pending Department Certification', if the Pre-Edit fails when run by a central user, and the error can not be fixed by making on-line changes, then the file will have to be un-certified by the department before Clean-Up can be run.

CW files with a CW Run Status of 'Pending Department Certification' can be processed by the Clean-up job. This job can be run for single files, for multiple files, or for an entire department.

The remaining jobs will only be run by Central Users.

[Check Writer CWA Generation](#)

CW files with a CW Run Status of 'Pending CWA Generation' and that do not have the CWA Generated flag checked, can be processed by the CWA Generation job. CW files can be processed one at a time by specifying the Department, Unit, and CW file ID in the job parameters, or process multiple files at one time by specifying only the Department and Unit.

The CWA Generation process creates the CW Accounting (CWA) document to post the accounting lines to appropriate journals. There will be 1 accounting line on the CWA document for each accounting line on the CWACTG table for a given file. If the Bypass Vendor Intercept field on CWHDR is set to 'Do Not Bypass', then the file will go through intercept processing. If the Bypass Vendor Intercept field is set to 'Bypass', then the file will not go through intercept processing.

If any payments are intercepted, the intercepted amount is distributed proportionally among all accounting lines. An additional accounting line will be added to the CWA document to reflect the amount of the intercept per accounting line. There will be one intercept accounting line for each accounting line on the CWA.

Intercepted payment information will be posted to the CWVINCT table for later use in generation of CW Intercept Transfer (CWI) documents by the CWI Generation process. Additionally, the corresponding record on the Intercept Request (INTR) table is updated with the Intercepted amount.

[Check Writer CWI Generation](#)

CW files with a CW Intercept Status of 'Pending Generation' and the CWA Document Final flag checked can be processed by the CWI Generation job. CW files can be processed one at a time by specifying the Department, Unit, and CW file ID in the job parameters, or process multiple files at one time by specifying only the Department and Unit.

The CWI Generation process creates and submits CWI documents to transfer the intercepted funds to the claiming department. The CWI document information is generated from the CW Vendor Intercept (CWVINCT) table. The corresponding record on the Intercept Request (INTR) table is updated with the Transferred amount. Additionally, the CWPYMT table is updated with the CWI document information.

[Check Writer Check/EFT Generation](#)

CW files with a CW Run Status of 'Pending Check/EFT Generation' can be processed by the Check/EFT Generation job. This process posts all generated CW checks and EFT's to the Check Reconciliation (CHREC) table or to Paid Checks (PDCHK) if the net payment amount is \$0 (excluding prenotes).

If the CW file did not have pre-assigned check numbers, then this process assigns check numbers to checks and EFT tracking numbers based on the Bank Account specified on the file. The check/EFT numbers get updated for each payment on the CWPYMT table and the starting and ending check numbers get updated for the file on the CWHDR table.

If the CW file did include pre-assigned check numbers, then the process updates the 'All Checks Used' flag, Date/Time Stamp, and User ID on the Pre-Assigned Check Number table.

[Check Writer 1099 Posting](#)

CW files with a CW Run Status of 'Pending 1099 Posting' can be processed by the 1099 Posting job. The 1099 Posting process posts accounting entries to the 1099 Journal for CW payments with 1099 reportable chart of account elements. The entries will be posted to the 1099 Journal with a document code of 'CWP'. The posting code used for 1099 processing will only update the 1099 Journal.

This process updates the 1099 Reporting Information (1099I) table for miscellaneous vendors when the TIN/TIN Type combination is not associated with a vendor on VCUST. A new record will be inserted for miscellaneous vendors if the TIN/TIN Type combination does not exist on 1099I.

[Check Writer Stale Escheat](#)

The Stale Escheat batch process selects all records on the Check Reconciliation (CHREC) table with a status of Disbursed and with a Check/EFT Issue Date that is on or before the current date minus the number of days a disbursement can be unredeemed as defined by the Escheat Days from SOPT (365). The CW Stale Escheat process cancels outstanding checks that are over a year old. CW Check Cancellation (CWC) documents are created to post journal accounting entries for escheated checks by re-depositing the funds back into the accounts they were issued from. Note: The baseline Stale Escheat batch process has been modified to exclude CW payments from its selection criteria.

[Check Writer Check/Remittance Advice XML Generation and Conversion](#)

CW files with a Check Printing Status of 'Ready for Original Printing' or 'Ready for Re-Printing' can be processed by the Check/RA XML Generation and Conversion chain. CW files can be processed one at a time by specifying the Department, Unit, and CW file ID in the job parameters, or process multiple files at one time by specifying only the Department and Unit.

The first job (XML Generation) creates check and remittance advice (RA) XML files that include the information required to support printing checks or remittance advice.

The second job (XML Conversion) generates check and remittance advice fixed-length files from the XML files with only the information required to support the printing and formatting processes that will be used by Treasury.

If a CW file does not contain checks or RA, the corresponding XML and fixed-length files will not exist and a message will appear in the job log.

[Check Writer ACH XML Generation and Formatting](#)

CW files with an ACH File Generation Status of 'Ready for Original Generation' or 'Ready for Re-Generation' can be processed by the ACH XML Generation and Formatting chain. CW files can be processed one at a time by specifying the Department, Unit, and CW file ID in the job parameters, or process multiple files at one time by specifying only the Department and Unit.

The first job (ACH XML Generation) creates an ACH XML file that includes the information required to construct actual ACH files with the CCD format.

The second job (ACH Formatting) generates a formatted ACH flat file that follows the NACHA rules to electronically deposit CW EFT payments.

Note: These jobs create files for CCD, CTX and PPD formats, but KY only uses CCD.

[Check Writer Register](#)

CW files with a CW Run Status of 'Pending 1099 Posting' or 'Processing Complete' can be processed by the Register report. CW files can be processed one at a time by specifying the Department, Unit, and CW file ID in the job parameters, or process multiple files at one time by specifying only the Department and Unit.

The CW Register process produces a register report for disbursed CW check and EFT payments for the CW file(s) processed.

[Check Writer Archive](#)

CW files with a CW Run Status of 'Processing Complete' with no outstanding payments (i.e. all payments in the file have either been paid or escheated) can be processed by the Archive job. CW files can be processed one at a time by specifying the Department, Unit, and CW file ID in the job parameters, or process multiple files at one time by specifying only the Department and Unit. The Number of Days for Archive parameter must also be specified.

The CW Archive process deletes records from the Check Writer tables (CWHDR, CWACTG, CWPYMT, CWADNM, CWVINCT, and CWCHK) for CW files that meet the criteria. The process also provides the capability to restore records back to the corresponding Check Writer tables.

[New Year Table Initialization \(NYTI\) Batch Process](#)

The baseline NYTI batch process has the main function of taking records as they exist in the *Base Year* and copying them, changing the year value to the *New Year* parameter when run in the populate mode. The new table Check Writer Options, which is keyed by Fiscal Year, has been added to the NYTI process to roll over its record from one year to another and optionally delete exported record.

4 – Check Writer Documents

Overview

eMARS uses documents to record financial information and administrative events into the system. Documents collect information into a single form, designed to ease data entry and to consolidate pertinent information for approval and query purposes. eMARS identifies each document within its system using a combination of its document **Code**, document **Dept** code, document **ID** and document **Version** number. All Check Writer documents are generated by the system when Check Writer jobs are run. Check Writer documents include:

- Check Writer Pre-Edit (CWE)
- Check Writer Accounting (CWA)
- Check Writer Pre-Edit (CWE)
- Check Writer Intercept Transfer (CWI)
- Check Writer Check Cancellation (CWC)

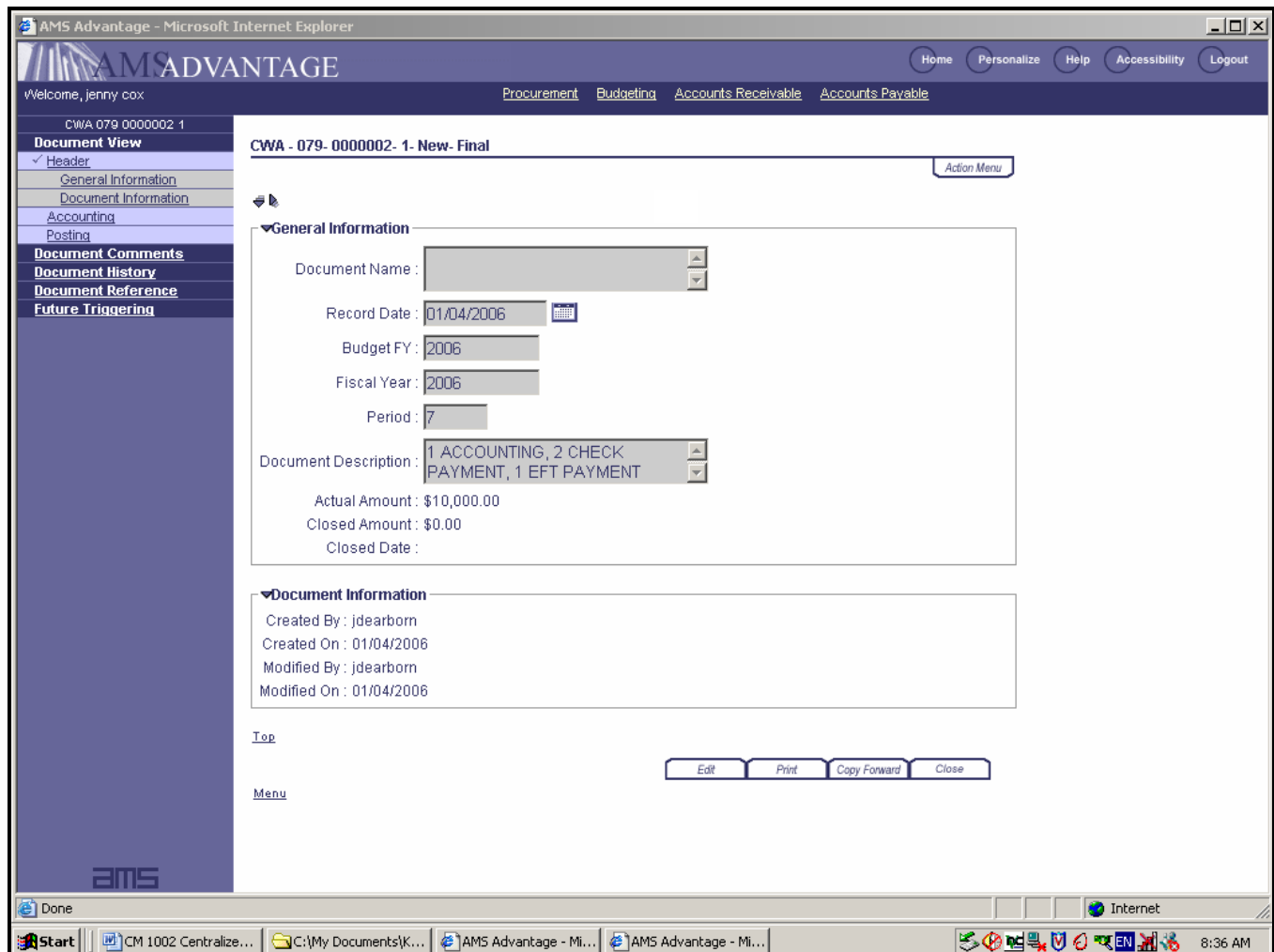
Check Writer Pre-Edit (CWE)

The CWE document is used to validate accounting lines during the Pre-Edit chain job. It is created so that accounting and cash/budget errors can be retrieved and written to the Accounting Error report. The CWE is created, validated and discarded as part of the Pre-Edit chain job; therefore, you will not see these documents on the Document Catalog. These documents are copies of the CWA document.

Check Writer Accounting (CWA)

The CWA document is used to post accounting lines to the respective eMARS journals for Check Writer payments. If applicable, the CWA will also post entries for payments that have been intercepted. The document is configured so that it can only be created through an offline process. The CW Accounting Generation Chain creates a single CW Accounting document for each selected CW File ID within a department. Once a CW Accounting document has been loaded into the Document Catalog, the draft document cannot be discarded. In addition, if a CW Accounting document has been submitted to Final, it cannot be cancelled or modified. Correcting or modifying the accounting effects of a CW Accounting document must be performed using eMARS journal voucher documents.

Check Writer Accounting (CWA) Document: Header



AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, jenny cox

Procurement Budgeting Accounts Receivable Accounts Payable

CWA 079 0000002 1

Document View

- Header
- General Information
- Document Information
- Accounting
- Posting
- Document Comments
- Document History
- Document Reference
- Future Triggering

CWA - 079- 0000002- 1- New- Final

Action Menu

General Information

Document Name : [Text Box]

Record Date : 01/04/2006 [Calendar Icon]

Budget FY : 2006 [Text Box]

Fiscal Year : 2006 [Text Box]

Period : 7 [Text Box]

Document Description : 1 ACCOUNTING, 2 CHECK PAYMENT, 1 EFT PAYMENT [Text Box]

Actual Amount : \$10,000.00

Closed Amount : \$0.00

Closed Date :

Document Information

Created By : jdearborn

Created On : 01/04/2006

Modified By : jdearborn

Modified On : 01/04/2006

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AMS

Done

Internet

Start CM 1002 Centralize... C:\My Documents\K... AMS Advantage - Mi... AMS Advantage - Mi...

8:36 AM

Check Writer Accounting (CWA) Document: Accounting

AMS ADVANTAGE

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CWA 079 0000002 1

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CWA - 079- 0000002- 1- New- Final

Action Menu

Accounting Line	Line Amount	Line Closed Amount	Event Type	Ref Doc Dept Code
1	\$10,000.00	\$0.00	CA01	

✂️

Insert New Line Insert Copied Line

First Prev Go To Next Last

General Information

Event Type : CA01

Budget FY : 2006

Accounting Template : CW1

Fiscal Year : 2006

Line Description :

Period : 7

Line Amount : \$10,000.00

Line Closed Amount : \$0.00

Line Closed Date :

Reference

Ref Doc Code :

Ref Vendor Line :

Ref Doc Dept Code :

Ref Commodity Line : 0

Ref Doc Id :

Ref Accounting Line :

Ref Type : Partial

Fund Accounting

Fund : 0100

Department : 079

OBSA :

Sub Fund :

Unit : UNIT

Sub OBSA :

Object : E321

Sub Unit :

Dept Object :

Sub Object :

Appr Unit :

Dept Revenue :

Revenue :

BSA :

Sub Revenue :

Sub BSA :

Detail Accounting

Location :

Reporting :

Major Program :

Sub Location :

Sub Reporting :

Program :

Activity :

Task :

Phase :

Sub Activity :

Sub Task :

Program Period :

Function : CWF1

Task Order :

Sub Function :

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Check Writer Accounting (CWA) Document: Posting



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CWA - 079- 0000002- 1- New- Final

Action Menu

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
✓ 1	Non-Standard	D014 A001	External CE Cash	\$10,000.00	\$10,000.00

First Prev Go To Next Last

Accounting 1: >

General Information

Run Time/Date : 01/04/2006 Budget FY : 2006
Record Date : 01/04/2006 Fiscal Year : 2006
Journal Posting : Posted Period : 7
Budget Posting : Posted Post Pair ID : A
Bank Account : G1 Line Amount : \$10,000.00
BSA Type Indicator : Posting Amount : \$10,000.00
OBSA Type Indicator : Asset Closed Amount : \$0.00

Fund Accounting

Fund : 0100 Cabinet : CB39 BSA :
Sub Fund : Department : 079 Sub BSA :
Object : E321 Unit : UNIT OBSA : 0110
Sub Object : Sub Unit : Sub OBSA :
Object Category : 03 Appr Unit : Dept Object :
Revenue : Appr Category : Dept Revenue :
Sub Revenue : Internal Fund :
Revenue Category : Internal Sub Fund :
 Internal Dept :

Detail Accounting

Location : Reporting : Major Program :
Sub Location : Sub Reporting : Program :
Activity : Task : Phase :
Sub Activity : Sub Task : Program Period :
Function : CWF1 Task Order : Funding Profile :
Sub Function : Stage Profile :
 Funding Priority :
 Funding Line :

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Check Writer Intercept Transfer (CWI)

The CWI is used to post accounting lines to the respective eMARS journals for Check Writer payments that have been intercepted. The document is configured so that it can only be created through an offline process. The CW Intercept Document Generation Chain creates a single CW Intercept Transfer document for each payment that was intercepted within the selected Department/CW File ID. Once a CWI document has been submitted to Final, it cannot be cancelled or modified. Correcting or modifying the accounting effects of a CW Intercept Transfer document must be performed using eMARS journal voucher documents.

Check Writer Intercept Transfer (CWI) Document: Header

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Procurement Budgeting Accounts Receivable Accounts Payable

CWI 079 CWI0120060000000001 1

Document View

Header

General Information

1st Party Information

Extended Description

Document Information

Exchange Details

2nd Party Accounting

Posting

Document Comments

Document History

Document Reference

Future Triggering

CWI - 079- CWI0120060000000001- 1- New- Final

Action Menu

1st Party

General Information

Document Name :

Initiator : Provider/Seller

Record Date : 02/01/2006

Budget FY : 2006

Fiscal Year : 2006

Period : 7

Document Description :

Actual Amount : \$275.92

Delivery Date :

Additional Information :

1st Party Information

Vendor/Customer : CW0000000027

Vendor Contact ID : PC002

Legal Name : Burlington Cleaners

Principal Contact : 00

Alias/DBA :

Phone : 502-573-6806

Address Code : AD002

Phone Extension : 3413

Address Line 1 : 2700 Soap Street

Fax :

Address Line 2 :

Fax Extension :

City : Frankfort

Email Address : julie.doane@ky.gov

State : Kentucky

Web Address http/ :

Zip : 40601

Country : US

County :

Extended Description

Extended Description :

Document Information

Created By : jdearborn

Created On : 01/20/2006

Modified By : jdearborn

Modified On : 02/01/2006

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CWM-079-CWID1200600000000001-1-New-Final			
Line Number	Vendor Customer	Legal Name	Line Amount
1			\$275.92
<small>Insert New Line Insert Copied Line First Prev Go To Next Last</small>			

Exchange Details

General Information

Event Type : XCWA >	Bank : G1 >
Accounting Template :	Entity : 079 >
Line Amount : \$275.92	Debt Type : TAX >
Calculated Amount : \$275.92	Intercept ID : 00000000000000000000114
	Intercept Date : 01/20/2006

2nd Party Information

Vendor Customer :	Vendor Contact ID :
Legal Name :	Principal Contact :
Alias/DBA :	Phone :
Address Code :	Phone Extension :
Address Line 1 :	Fax :
Address Line 2 :	Fax Extension :
City :	Email Address :
State :	Web Address http://:
Zip :	TIN : 999666817 >
Country :	TIN Type : EIN >
County :	

1st Party Reference

Ref Doc Code : N/A	Ref Vendor Line : 1
Ref Doc Dept : 079	Ref Accounting Line : 1
Ref Doc ID : 3000001	Ref Type : Memo v

1st Party Fund Accounting

Fund : 0100	Object : E321	OBSA :
Sub Fund :	Sub Object :	Sub OBSA :
Department : 079	Revenue :	Dept Object :
Unit : UNIT	Sub Revenue :	Dept Revenue :
Sub Unit :	BSA :	
Appr Unit :	Sub BSA :	

1st Party Detail Accounting

Location :	Reporting :	Major Program :
Sub Location :	Sub Reporting :	Program :
Activity :	Task :	Phase :
Sub Activity :	Sub Task :	Program Period :
Function : CWF1	Task Order :	
Sub Function :		

1st Party Service Dates

Service From Date :	
Service To Date :	

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Check Writer Intercept Transfer (CWI) Document: 2nd Party Accounting

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CWI 079 CWI012006000000000001 1

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- Posting
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- Document Reference
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CWI - 079- CWI012006000000000001- 1- New- Final

Action Menu

Accounting Summary

Line Number	Line Amount	Event Type
1	\$275.92	ED01

Insert New Line
Insert Copied Line

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Exchange Details 1. >

2nd Party Accounting

General Information

Event Type: ED01

Budget FY: 2006

Accounting Template: JENN D

Fiscal Year: 2006

Line Description:

Period: 7

Line Amount: \$275.92

Bank: G1

TIN: 999666817

Billing Profile:

TIN Type: EIN

Entity: 079

Debt Type: TAX

Intercept Fee Code:

Intercept ID: 0000000000000000114

Intercept Date: 01/20/2006

References

Ref Doc Code: N/A

Ref Vendor Line: 0

Ref Doc Dept: 079

Ref Accounting Line: 0

Ref Doc ID: N/A

Reference Type: Memo

Fund Accounting

Fund: 0100

Object:

OBSA:

Sub Fund:

Sub Object:

Sub OBSA:

Department: 079

Revenue: R241

Dept Object:

Unit: UNIT

Sub Revenue:

Dept Revenue:

Sub Unit:

BSA:

Appr Unit:

Sub BSA:

Detail Accounting

Location:

Reporting:

Major Program:

Sub Location:

Sub Reporting:

Program:

Activity:

Task:

Phase:

Sub Activity:

Sub Task:

Program Period:

Function: AA00

Task Order:

Sub Function:

Service Dates

Service From Date: 01/20/2006

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CWI 079- CWI012006000000000001- 1- New- Final

[Action Menu](#)

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
✓ 1	Non-Standard	D201 D202	Intercept Pbl Intercept Cash	\$275.92	\$275.92
2	Non-Standard	A001 R102	Cash Coll U Rev	\$275.92	\$275.92

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Posting

General Information

Run Time/Date : 02/01/2006

Budget FY : 2006

Record Date : 02/01/2006

Fiscal Year : 2006

Journal Posting : Posted

Period : 7

Budget Posting : Posted

Post Pair ID : A

Bank Account : G1

Line Amount : \$275.92

BSA Type Indicator : Liability

Posting Amount : \$275.92

OBSA Type Indicator : Asset

Closed Amount : \$0.00

Fund Accounting

Fund : 0100

Cabinet : CB39

BSA : 0211

Sub Fund :

Department : 079

Sub BSA :

Object : E321

Unit : UNIT

OBSA : 0110

Sub Object :

Sub Unit :

Sub OBSA :

Object Category : 03

Appr Unit :

Dept Object :

Revenue :

Appr Category :

Dept Revenue :

Sub Revenue :

Internal Fund :

Revenue Category :

Internal Sub Fund :

Internal Dept :

Detail Accounting

Location :

Reporting :

Major Program :

Sub Location :

Sub Reporting :

Program :

Activity :

Task :

Phase :

Sub Activity :

Sub Task :

Program Period :

Function : CWF1

Task Order :

Funding Profile :

Sub Function :

Stage Profile :

Funding Priority :

Funding Line :

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Check Writer Check Cancellation (CWC)

The CWC document is used to reclaim funds from checks issued from the Check Writer process. The CWC document will only be generated from the Check Writer State Escheat batch process and is prohibited from online creation, cancellation or modification. The CWC documents created will have a Reclassification Type of 'Escheat'.

Check Writer Check Cancellation (CWC) Document: Header

AMS ADVANTAGE

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Procurement Budgeting Accounts Receivable Accounts Payable

CWC 079 011006000000000000493

Document View

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Reclassification

Additional Amounts

Document Information

Vendor

Accounting

Posting

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Future Triggering

CWC - 079- 011006000000000000493- 1- New- Final

Action Menu

General Information

Document Name :

Record Date :

Budget FY :

Fiscal Year :

Period :

Bank Account : B1

Disbursement Type : Check

Check/EFT Number : 000000000322167

Check/EFT Amount : \$2,072.61

Check / EFT Issue Date : 12/06/2005

Reclassification

Reclassification Type : Escheat

Reclassification Reason Code : Escheat

Comments :

Additional Amounts

Total Line Amount : \$2,072.61

Total Discount Amount : \$0.00

Total Penalty Amount : \$0.00

Total Interest Amount : \$0.00

Total Withholding Line Amount : \$0.00

Total Intercept Amount : \$0.00

Total Default Intercept Fee Amount : \$0.00

Total Supplementary Intercept Fee Amount : \$0.00

Total Retainage Amount : \$0.00

Total Freight Amount : \$0.00

Total Use Tax : \$0.00

Total Tax Amount : \$0.00

Document Information

Created By : jdearborn

Created On : 01/10/2006

Modified By : jdearborn

Modified On : 01/10/2006

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Check Writer Check Cancellation (CWC) Document: Vendor

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Procurement Budgeting Accounts Receivable Accounts Payable

CWC 079-011006000000000000493-1-New-Final

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Document Vendor Line Number	Vendor Customer Code	Legal Name	Line Amount
✓ 1	CW0000000002	BOONE READY MIX INC	\$2,072.61

First Prev Go To Next Last

General Information

Vendor Customer Code : CW0000000002

Legal Name : BOONE READY MIX INC

Alias/DBA :

Address Line 1 : BURKE & SCHINDLER CPAS

Address Line 2 : 901 ADAMS CROSSING

City : CINCINNATI

State : OH

Zip :

Country :

County :

Phone :

Phone Extension :

Fax :

Fax Extension :

Email Address :

Web Address http:// :

Principal Contact :

Net Amount Paid : 2072.61

Taxpayer ID Number :

Taxpayer ID Number Type :

Parent Account Code : CW0000000002

Default Disbursement Method :

Disbursement Category :

EFT Status : Not Eligible for EFT

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Internet

Start CM 1002 Centralize... C:\My Documents\K... AMS Advantage - Mi... AMS Advantage - Mi... 8:50 AM



Check Writer Check Cancellation (CWC) Document: Accounting

AMS ADVANTAGE

Welcome, jenny cox

Procurement Budgeting Accounts Receivable Accounts Payable

CWC 079 01100600000000000042

Document View

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Reference

Fund Accounting

Detail Accounting

Additional Amounts

Additional Information

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Document History

Document Reference

Future Triggering

CWC - 079- 011006000000000000493- 1- New- Final

Action Menu

Accounting Line	Line Amount	Line Closed Amount	Event Type
✓ 1	\$107.98	\$0.00	DR03
2	\$0.00	\$0.00	DR03
3	\$0.00	\$0.00	DR03
4	\$1,964.63	\$0.00	DR03

First Prev Go To Next Last

Vendor 1: CW0000000002 >

General Information

Event Type : DR03 Budget FY : 2006

Accounting Template : Fiscal Year : 2006

Check Description : Period : 6

Line Description :

Check Amount : \$107.98

Replacement (flag) : false

Reference

Ref Doc Code : N/A Ref Vendor Line :

Ref Doc Dept : 079 Ref Commodity Line :

Ref Doc ID : CW123456789123123445 Ref Accounting Line : 3

Ref Type : Memo

Ref Line Amount : \$0.00

Fund Accounting

Fund : 0100 Object : E502 OBSA :

Sub Fund : Sub Object : Sub OBSA :

Department : 079 Revenue : Dept Object :

Unit : CW1 Sub Revenue : Dept Revenue :

Sub Unit : BSA :

Appr Unit : Sub BSA :

Detail Accounting

Location : Reporting : Major Program :

Sub Location : Sub Reporting : Program :

Activity : Task : Phase :

Sub Activity : Sub Task : Program Period :

Function : AA00 Task Order :

Sub Function :

Additional Amounts

Line Amount : \$107.98

Discount Line Amount : \$0.00

Penalty Line Amount : \$0.00

Interest Line Amount : \$0.00

Withholding Line Amount : \$0.00

Intercept Line Amount : \$0.00

Default Intercept Fee Line Amount : \$0.00

Supplementary Intercept Fee Line Amount : \$0.00

Retainage Line Amount : \$0.00

Freight Amount : \$0.00

Use Tax amount : \$0.00

Tax Amount : \$0.00

Line Closed Amount : \$0.00

Line Closed Date :

Additional Information

Advance Type :


Dyna Bank :

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Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
✓ 1	Non-Standard	D005 D102	Escht Pybl Cash Escheat Payable	\$107.98	\$107.98

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[Accounting : 1 >](#)

General Information

Run Time/Date : 01/10/2006	Budget FY : 2006
Record Date : 01/10/2006	Fiscal Year : 2006
Journal Posting : Posted	Period : 6
Budget Posting : Posted	Post Pair ID : A
Bank Account : B1	Line Amount : (\$107.98)
BSA Type Indicator : Liability	Posting Amount : (\$107.98)
OBSA Type Indicator : Asset	Closed Amount : \$0.00

Fund Accounting

Fund : 0100	Cabinet : CB39	BSA : 0232
Sub Fund :	Department : 079	Sub BSA :
Object : E502	Unit : CW1	OBSA : 0110
Sub Object :	Sub Unit :	Sub OBSA :
Object Category : 04	Appr Unit :	Dept Object :
Revenue :	Appr Category :	Dept Revenue :
Sub Revenue :	Internal Fund :	
Revenue Category :	Internal Sub Fund :	
	Internal Dept :	

Detail Accounting

Location :	Reporting :	Major Program :
Sub Location :	Sub Reporting :	Program :
Activity :	Task :	Phase :
Sub Activity :	Sub Task :	Program Period :
Function : AA00	Task Order :	Funding Profile :
Sub Function :		Stage Profile :
		Funding Priority :
		Funding Line :

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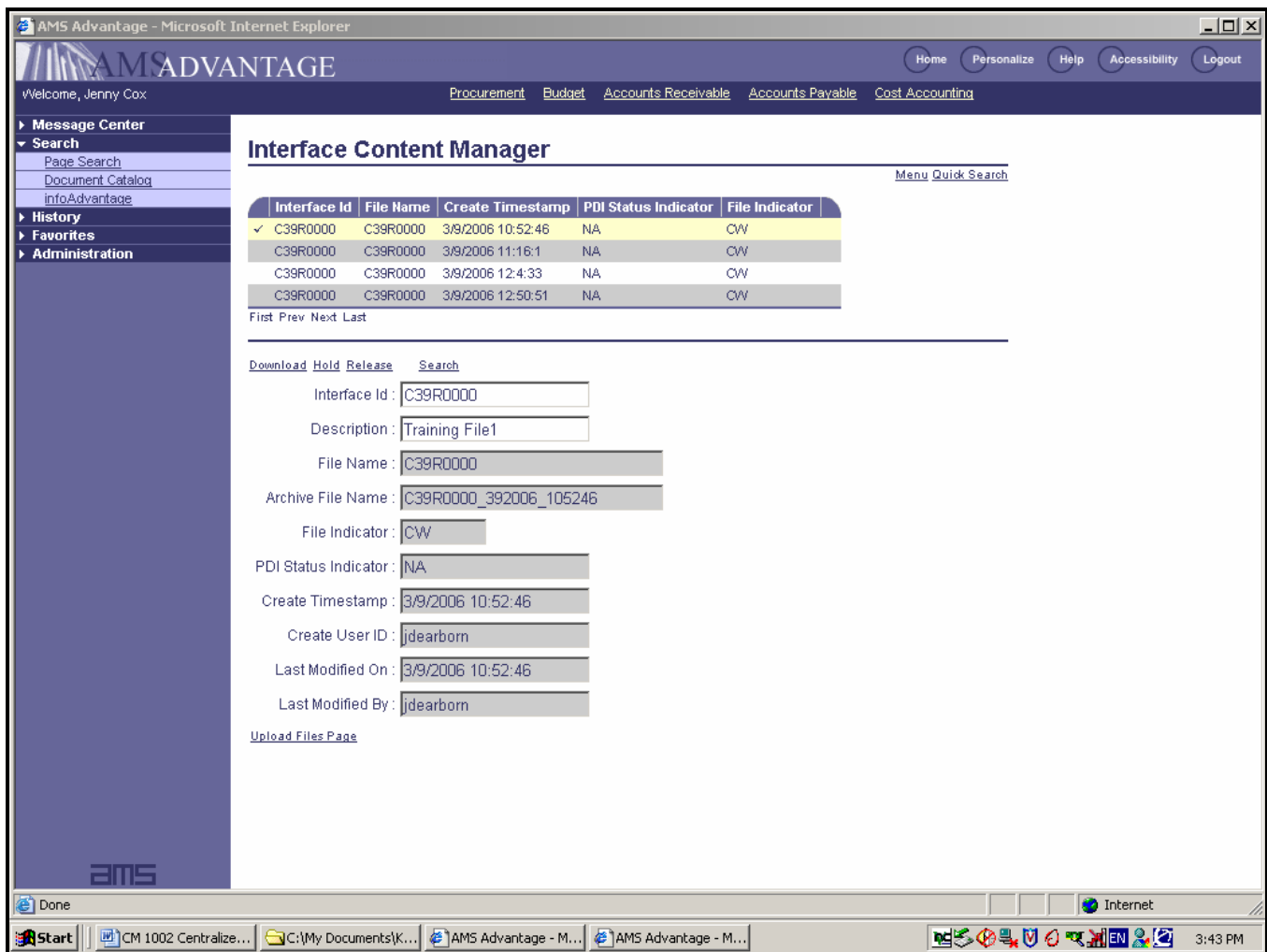
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5 – Other Related Pages

[Interface Content Manager \(INTCM\) & Upload Files Pages](#)

The Interface Content Manager (INTCM) page in conjunction with the Upload Files page (which is accessed from a link on the INTCM page) allows users to upload CW XML files from their local PC or Windows server to the appropriate directory on the eMARS production server. The XML file will then be ready for the CW Table Load chain job.

Interface Content Manager (INTCM) Page



AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

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Procurement Budget Accounts Receivable Accounts Payable Cost Accounting

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Interface Content Manager

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Interface Id	File Name	Create Timestamp	PDI Status Indicator	File Indicator
✓ C39R0000	C39R0000	3/9/2006 10:52:46	NA	CW
C39R0000	C39R0000	3/9/2006 11:16:1	NA	CW
C39R0000	C39R0000	3/9/2006 12:4:33	NA	CW
C39R0000	C39R0000	3/9/2006 12:50:51	NA	CW

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Download Hold Release Search

Interface Id: C39R0000

Description: Training File1

File Name: C39R0000

Archive File Name: C39R0000_392006_105246

File Indicator: CW

PDI Status Indicator: NA

Create Timestamp: 3/9/2006 10:52:46

Create User ID: jdearborn

Last Modified On: 3/9/2006 10:52:46

Last Modified By: jdearborn

[Upload Files Page](#)

AMS

Done

Internet

Start

CM 1002 Centralize...

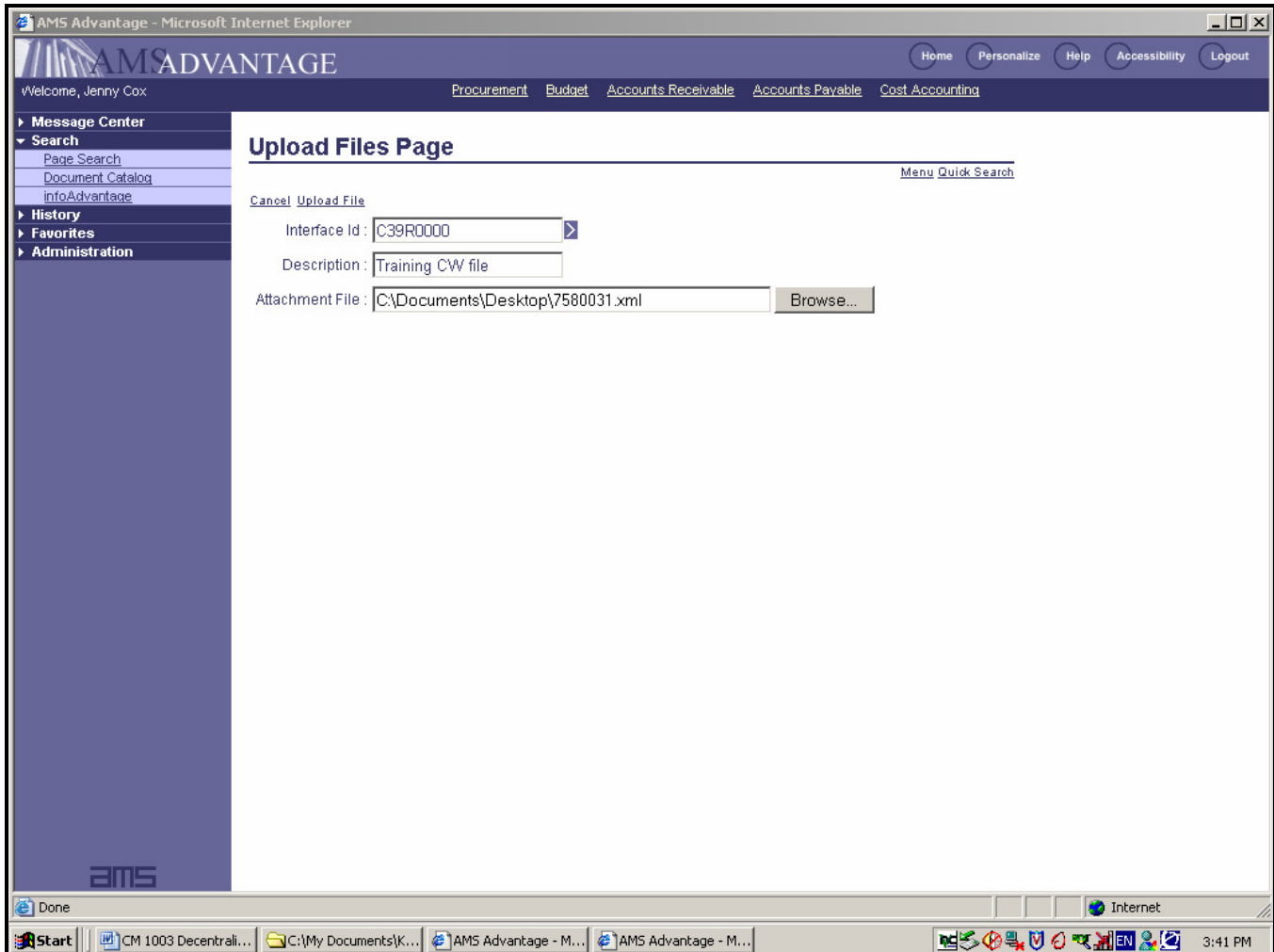
C:\My Documents\K...

AMS Advantage - M...

AMS Advantage - M...

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Upload Files Page



AMS Advantage - Microsoft Internet Explorer

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Description:

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CM 1003 Decentr...

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3:41 PM

Check Reconciliation (CHREC) Page

Disbursement documents that have not yet been paid or that have been escheated are displayed the CHREC page. These include manual, automated disbursements and now Check Writer disbursements. CW disbursements are not “true documents” (i.e., not processed or stored on Document Catalog) so users will not be able to navigate to the CW document by selecting the document number from the grid section. A link on CHREC allows the user to navigate to the CW Payment (CWPYMT) page.

Check Writer disbursements will go through the same reconciliation process as other disbursements.

Check Reconciliation (CHREC) Page



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Bank Account	Check / EFT	Amount	Record Date	Issue Date	Status	Document
✓ B1	000000000321965	\$772.00	12/06/2005	12/06/2005	Escheat	CW.079,CW123456789123123445.1
B1	000000000321966	\$15,172.74	12/06/2005	12/06/2005	Escheat	CW.079,CW123456789123123445.1
B1	000000000321967	\$9,334.74	12/06/2005	12/06/2005	Escheat	CW.079,CW123456789123123445.1
B1	000000000321969	\$130.00	12/06/2005	12/06/2005	Escheat	CW.079,CW123456789123123445.1
B1	000000000321970	\$715.97	12/06/2005	12/06/2005	Escheat	CW.079,CW123456789123123445.1
B1	000000000321971	\$917.00	12/06/2005	12/06/2005	Escheat	CW.079,CW123456789123123445.1
B1	000000000321972	\$2,640.00	12/06/2005	12/06/2005	Escheat	CW.079,CW123456789123123445.1
B1	000000000321974	\$1,558.56	12/06/2005	12/06/2005	Escheat	CW.079,CW123456789123123445.1
B1	000000000321975	\$11,600.00	12/06/2005	12/06/2005	Escheat	CW.079,CW123456789123123445.1
B1	000000000321976	\$869.33	12/06/2005	12/06/2005	Escheat	CW.079,CW123456789123123445.1

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Copy Search

Bank Account : B1

Doc Code : CW

Check / EFT : 000000000321965

Doc Dept : 079

Amount : \$772.00

Doc ID : CW123456789123123445

Record Date : 12/06/2005

Issue Date : 12/06/2005

Last Action : 01/10/2006

Status : Escheat

Cancellation Reason : Escheat

Cleared Date :

Comments :

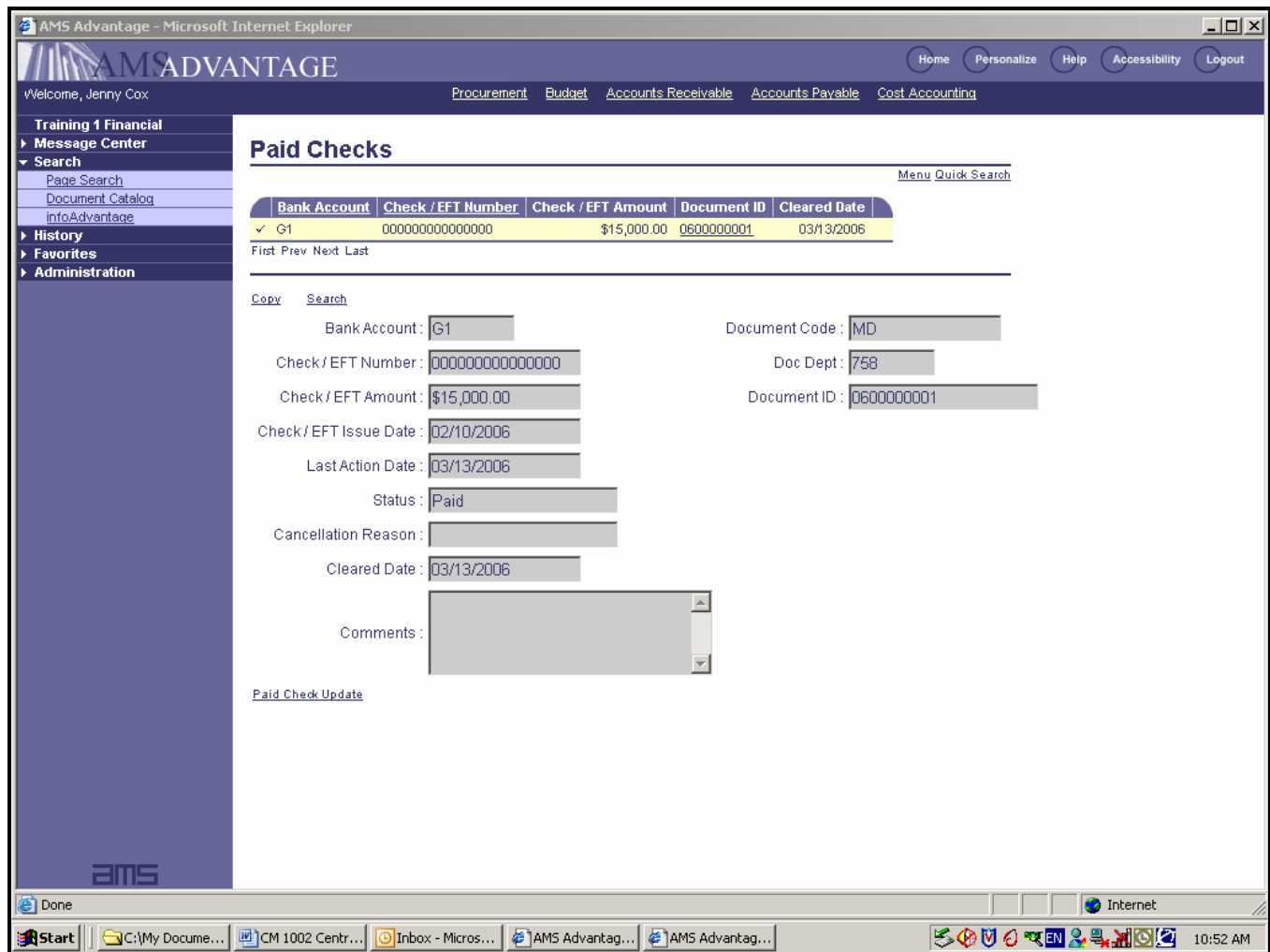
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Paid Check (PDCHK) Page

Reconciled disbursement documents are displayed in the PDCHK page. These documents include manual, automated disbursements and Check Writer disbursements. CW disbursements are not “true documents” (i.e., not processed or stored on Document Catalog) so users can not navigate to the CW document by selecting the document number from the grid section of the page. A link on PDCHK allows the user to navigate to the CW Payment (CWPYMT) page.

Paid Check (PDCHK) Page



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AMS ADVANTAGE

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Paid Checks

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Bank Account	Check / EFT Number	Check / EFT Amount	Document ID	Cleared Date
✓ G1	0000000000000000	\$15,000.00	0600000001	03/13/2006

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Copy Search

Bank Account: G1 Document Code: MD

Check / EFT Number: 0000000000000000 Doc Dept: 758

Check / EFT Amount: \$15,000.00 Document ID: 0600000001

Check / EFT Issue Date: 02/10/2006

Last Action Date: 03/13/2006

Status: Paid

Cancellation Reason:

Cleared Date: 03/13/2006

Comments:

Paid Check Update

AMS

Done Internet


Start C:\My Docume... CM 1002 Centr... Inbox - Micros... AMS Advantag... AMS Advantag...

10:52 AM

[Intercept Activity \(INTA\) and Intercept Activity Query \(INTAQ\)](#)

Intercepted CW payment shall be included on the Intercept Activity and Intercept Activity Query pages. CW disbursements are not “true documents” (i.e., not processed or stored on Document Catalog) so users can not navigate to the CW document by selecting the document number from the grid section of the page. The CWI can be linked to, but not the CWA.

Intercept Activity (INTA) Page



[Home](#)
[Personalize](#)
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[Logout](#)

Welcome, Jenny Cox

[Procurement](#)
[Budget](#)
[Accounts Receivable](#)
[Accounts Payable](#)
[Cost Accounting](#)

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Intercept Activity

[Menu](#)
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Check #	AD Document	Entity	Debt Type	Intercepted	Transfer Document	RE Document
✓ 200603130000000	EFT 758 EF060000000002	130	002	\$40.00	IT 758 IT060000000001	N/A 758 743982743892

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[Prev](#)
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[Last](#)

[Save](#)
[Undo](#)
[Copy](#)
[Search](#)

General Information

Intercept ID :

00000000000000000002

First Name :

TeleComp

Last Name :

Tin :

454354354

Tin Type :

EIN

Entity :

130

Debt Type :

002

Intercepted :

\$40.00

Intercept Fee :

0.00

Intercept Date :

03/13/2006

Remittance Intercept Disbursement Description :

Remittance Fee Description :

Disbursement Document

AD/EF Doc Cd : EFT

Fund : 0100

AD/EF Doc Dept : 758

Dept : 758

AD/EF Doc ID : EF060000000002

Check # : 200603130000000

Vend Line : 1

Bank Acct : G1

Actg Line : 1

Cleared : ☐

Transfer Document

Internal Code : IT

Internal Dept : 758

Internal ID : IT060000000001

Intercept Activity (INTA) Page (continued)

▼ **Receivable Document**

RE Doc Code :	N/A	Fund :	
RE Doc Dept :	758	Dept :	
RE Doc ID :	743982743892	AR Dept :	ALL
Vend Line :	0	AR Unit :	ALL
Accounting Line :	0	Revenue Source :	

▼ **Intercept Payment Document**

Intercept Payment Document Code :	Fund :
Intercept Payment Document Dept :	Dept :
Intercept Payment Document ID :	
Intercept Payment Document Vendor Line :	
Intercept Payment Document Accounting Line :	


▼ **Intercept Contact**

Remittance Contact :
Phone :
Extension :
Email :

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[Disbursement Query](#)

Intercept Activity Query (INTAQ) Page



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Welcome, Jenny Cox

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[Training 1 Financial](#)
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[Page Search](#)
[Document Catalog](#)
[InfoAdvantage](#)
[History](#)
[Favorites](#)
[Administration](#)

Intercept Activity Query

[Menu](#) [Quick Search](#)

Check #	AD Document	Entity	Debt Type	Intercepted	RE Document
✓ 200603130000000	EFT 758 EF060000000002	130	002	\$40.00	N/A 758 743982743892

First Prev Next Last

[Search](#)


▼General Information

Intercept ID : 0000000000000000002

First Name : TeleComp

Last Name :

TIN : 454354354

TIN Type : EIN

Entity : 130

Debt Type : 002

Intercepted : \$40.00

Intercept Fee : 0.00

Intercept Date : 03/13/2006

▼Disbursement Document

AD/EF Doc Cd : EFT

AD/EF Doc Dept : 758

AD/EF Doc ID : EF060000000002

Check # : 2006031300000000

▼Receivable Document

RE Doc Code : N/A

RE Doc Dept : 758

RE Doc ID : 743982743892

▼Intercept Contact

Remittance Contact :

Phone :

Extension :

Email :

[Top](#)
[Disbursement Query](#)

6 – Approval Process

Loaded Check Writer files will require two levels of certification (department and central office) before running the CWA Generation job.

Departments will begin by loading a Check Writer file which will insert records to the CWHDR, CWACTG, CWPYMT, and CWADNM tables. A department user will then run the Pre-Edit chain to find any errors that would occur during the processing of the file. After the pre-edit has been run successfully (i.e. error free), a department user will select the department certification checkbox on the CWHDR table and save the record. This will indicate to the central office that the file is ready for further processing.

A central user will then run the Pre-Edit chain to verify that there are no errors in the file. After the pre-edit has been run successfully (i.e. error free), the central user will select the central certification checkbox on the CWHDR table and save the record. The central user can then continue manually processing the file, or allow the file to be processed during the nightly cycle.

7 – Common Errors

If eMARS encounters errors while running jobs, error messages will be written to the job log. Below is a list of errors that may be received in the job log for the Table Load and Pre-Edit jobs. Note that this is not an exhaustive list, just a sampling of some common errors you may receive.

Table Load Errors

Specified CW File 000025.xml does not exist

No CW input files specified exist. At least one valid CW input file must be specified.

- File name entered in the Parameters does not exist. Either file wasn't uploaded to the server, or the name was typed incorrectly.

CW Header Record Dept=079, CW File ID= 30000017 is being processed

unique constraint (O_ST_FIN.PK_RAPCWHDR_R_AP_CW_HDRCW_DEP) violated

- The Department & File ID already exist on the CW Header Table.
- If you need to reload the file, then run the CW Clean Up job first to delete the records from the CW tables.

unique constraint (O_ST_FIN.PK_RAPCWACTG_R_AP_CW_ACTGCW_D) violated

Table: R_AP_CW_ACTGT: CW_DEPT_CD = 079 CW_FILE_ID = 3000009 LN_NO = 1

- The Department, File ID & Accounting Line Number already exist on the Accounting Table.
- The file has more than 1 Accounting Component with the same Line Number. The records will have to be deleted (CW Clean-Up), fixed and reloaded.

unique constraint (O_ST_FIN.PK_RAPCWPYMT_R_AP_CW_PYMTCW_D) violated

Table: R_AP_CW_PYMT: CW_DEPT_CD = 079 CW_FILE_ID = 3000009 LN_NO = 1

- The Department, File ID & Payment Line Number already exist on the Payment Table.
- The file has more than 1 Payment Component with the same Line Number. The records will have to be deleted (CW Clean-Up), fixed and reloaded.

Error Context :START Severity Level :SEVERE Override :2 Message :@Attribute DLVRY_PT not found for data object R_AP_CW_PYMT

- An attribute is missing from the Payment Component. In this example DLVRY_PT was missing from R_AP_CW_PYMT (Payment Component).

Pre Edit Chain Errors

CW File ID does not exist.

- The CW File entered in the Parameters does not exist on the CW Header table.
- Re-run the Pre-Edit job with the correct CW File ID in the parameters.

Component Name :DOC_HDR Severity Level :ERROR Message :Document CWE 079 0000016 already exists.

Severity Level :ERROR Message :Could not create NEW Document CWE 079 0000016

- This should be an uncommon error, but it could happen.
- The CWE document for the Department, CW File ID already exists on the Document Catalog.
- Discard the CWE from the Document Catalog, and re-run the Pre Edit Chain.

Note that the Pre-Edit job will have a return code of 'Non-Fatal Error' if the Check Writer file that is loaded contains all prenotes.

8 – Essential Items

The following are decision items made during the development process and other important information.

- The Check Writer File ID will be comprised as follows:

Interface Indicator: W indicates that the ID is a check writer.

System Mnemonic: Four character description of a system from which the data is coming. It will be based on the Rover ID (i.e. Interface File ID) – *positions 5 through 8* - that is assigned to each check writer file

2-Digit Year: The last 2 digits of the year of the transaction date.

3-Digit Julian Day: Number of a day of the year of the transaction date

3-Digit Sequence: Sequentially assigned numbers for check writer files created that day.

- Departments may include check and EFT payments on the same Check Writer file.
- Departments may include Prenote and Regular EFT payments on the same Check Writer file.
- Departments may include payments for miscellaneous and non-miscellaneous vendors on the same Check Writer file.
- Departments will not include any credit memo payments (i.e. payment lines with negative amounts) in Check Writer files.
- Departments will not include Check payments with both pre-assigned check numbers and blank check numbers within a single file.
- Payments within a Check Writer file will not be grouped with other payments, i.e. each payment will be considered as “single check”.
- Disbursement Format indicates to Treasury the layout of the check or remittance advice. Valid Disbursement Formats are:
 - CSUP – Child Support
 - GENC – Generic C Fold
 - GENZ – Generic Z Fold (default value if none specified)
 - KERS – Employee’s Retirement
 - KTRS – Teacher’s Retirement
 - PYRL – Payroll
 - TAXR – Tax Refunds
 - UNIS – Unemployment Insurance
- Disbursement Category indicates to Treasury how the printed checks or remittance advice should be handled. Valid Disbursement Categories are:
 - SAM – Sealed, Agency Mailed
 - STH – Sealed, Treasury Hold
 - STM – Sealed, Treasury Mailed
 - UAM – Unsealed, Agency Mailed
 - UTH – Unsealed, Treasury Hold

- If a Miscellaneous Vendor does not have a US address or is NOT 1099 reportable, then the Commonwealth's TIN/TIN type should be used on the file. The TIN is 610600439 and TIN Type is 1.
- If a Miscellaneous Vendor does not have a US address, then the State and Zip Code are not required.
- Payment amounts will be proportionally divided across each accounting line in the file.
 - Example 1: 1 accounting line \$500, 2 payments \$300 and \$200. The entire amount of each payment will be taken from the single accounting line.
 - Example 2: 2 accounting lines \$400 and \$100, 1 payment \$500. The payment amount will be divided between the accounting lines.
 - Example 3: 2 accounting lines \$450 and \$150, 2 payments \$100 and \$500. The payment amounts will be divided between the accounting lines based on the percentage each accounting line comprises of the total file amount. In this example, \$450 is 75% of the total file amount (\$600), and \$150 is 25% of the total file amount. These percentages will be used to calculate the payment amount taken from each accounting line. For the first payment of \$100, \$75 will be taken from the first accounting line (\$450) and \$25 will be taken from the second accounting line (\$150). For the second payment of \$500, \$375 will be taken from the first accounting line (\$450) and \$125 will be taken from the second accounting line (\$150).

9 – Session Summary

Check Writer Tables

A series of new tables are included in the eMARS application to store all Check Writer file information sent by departments. HTML pages are created to allow for both Central and Departmental inquiries. Access and update authority to the Check Writer tables is tightly controlled through eMARS security functionality. Check Writer tables include:

- CW Options (CWOPT)
- CW Pre-Assigned Check Number (CWCHK)
- CW Header (CWHDR)
- CW Accounting (CWACTIONG)
- CW Payment (CWPYMT)
- CW ACH Addendum (CWADNM)
- CW Vendor Intercept (CWVINCT)

Check Writer Jobs (Processes)

- Check Writer Table Load
- Check Writer Pre-Edit
- Check Writer Clean-Up
- Check Writer CWA Generation
- Check Writer CWI Generation
- Check Writer Check/EFT Generation
- Check Writer 1099 Posting
- Check Writer Stale Escheat
- Check Writer Check/Remittance Advice XML Generation and Conversion
- Check Writer ACH XML Generation and Formatting
- Check Writer Register
- Check Writer Archive
- New Year Table Initialization (NYTI) Batch Process

Check Writer Documents

- CW Pre-Edit (CWE)
- CW Accounting (CWA)
- CW Intercept (CWI)
- CW Cancellation (CWC)

Other Related Tables

- Intercept Content Manager (INTCM) Page
- Check Reconciliation (CHREC) Page
- Paid Check (PDCHK) Page
- Intercept Activity (INTA) and Intercept Activity Query (INTAQ)

Review Questions

Question 1: eMARS check writer files which run during the day will bypass vendor offset processing and various edits (e.g. cash and budget/allotment).

- | | |
|----------|-------|
| A | True |
| B | False |

Question 2: The pre-assigned check number (CWCHK) table

- | | |
|----------|---|
| A | Must have an valid entry made before the corresponding CW file may be processed. |
| B | Includes starting and ending check numbers that have been pre-assigned for the payment included in the CW file. |
| C | Automatically updates the Bank table with the next available check number when a record is inserted. |
| D | All of the above. |

Question 3: The CW Clean-Up process allows department users to

- | | |
|----------|--|
| A | Un-certify input file(s) that failed the CW Pre-Edit process |
| B | Delete all information loaded into the CW tables from Check Writer input file(s) |
| C | Delete all information loaded into the CW tables from Check Writer input file(s) that failed the CW Pre-Edit process |
| D | Automatically correct file(s) that failed the CW Pre-Edit process |

Question 4: The Check Writer Vendor Intercept table

- | | |
|----------|--|
| A | Records the number of times the payment is intercepted and the number of accounting lines associated with the payment. |
| B | Is used for online inquiry of Check Writer payment intercept information. |
| C | Records are generated by the Check Writer CWA Generation batch process when payments for vendors with outstanding debts are intercepted. |
| D | All of the above. |

Question 5: The CWA document posts accounting lines to the respective eMARS journals for Check Writer payments, post entries for payments that have been intercepted and can only be created through an offline process.

- | | |
|----------|-------|
| A | True |
| B | False |

Question 6: After the pre-edit has been run successfully, a department user selects the department certification checkbox on the CWHDR table and save the record. This indicates to the central office that the file is ready for further processing.

- | | |
|----------|-------|
| A | True |
| B | False |

Exercises

NOTE: These exercises may also be run within our eMARS Learning Environment. For access please see the eMARS website (<http://finance.ky.gov/internal/emars/>)

Scenario

You are the employee authorized to execute the check writer jobs for your agency. Use the information on your student card to run the jobs listed below.

Task Overview

Using Page Search, access the BATRUN page to submit the check writer jobs listed below. Then use Page Search to access the BATJOBS page to view the job run status.

Exercise 1 – Upload Check Writer Interface File

Exercise 2 – Run Check Writer Table Load Chain Job

- Review the CW Header (CWHDR) page

Exercise 3 – Run the CW Pre-Edit Chain Job

- Update the CW Header (CWHDR) page

Exercise 4 – Run the CW Accounting Document Generation Chain Job

Exercise 5 – Run the CW Intercept Document Generation Chain Job

Exercise 6 – Run the CW Check/EFT Generation Batch Job

- Look up information on the Check Reconciliation (CHREC) page

Exercise 7 – Run the CW Check Printing Generation and Conversion Chain Job

Exercise 8 – Run the CW ACH File Generation Chain Job

Exercise 9 – Run the 1099 Journal Posting Chain Job

Exercise 10 – Run the CW Clean Up Batch Job (run pre-edit get fails and then cleanup)

Exercise - Log in to eMARS

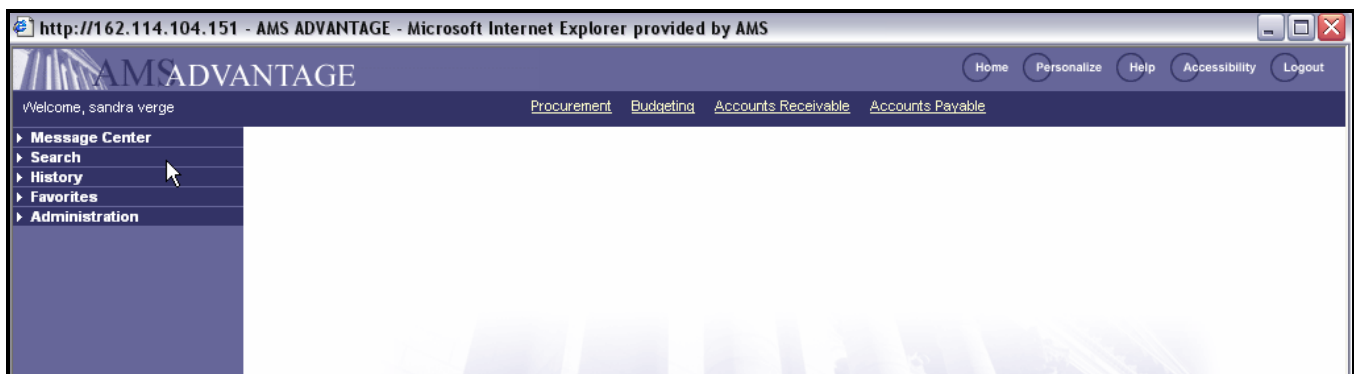
You will use a Training ID to access the training database during class. These IDs are only set up for the training environment. Your User ID for the production environment will be assigned along with a new password when eMARS is implemented.

- From the Login page, enter the following information:

Required Fields	Values
User Name	Enter your Training ID on the student card. NOTE: User Names are case sensitive.
Password	Enter your Password and click Login . NOTE: Passwords are case sensitive.



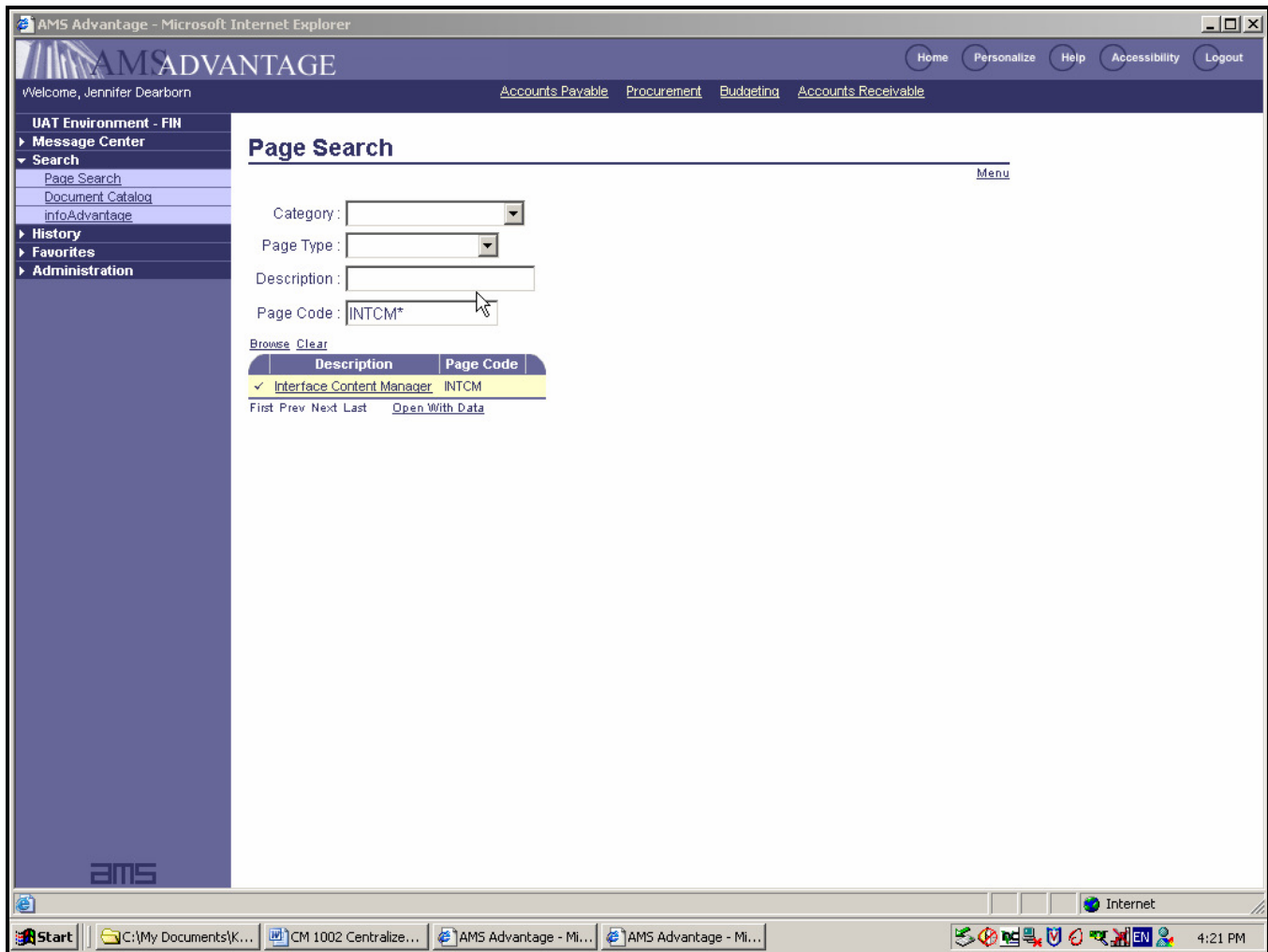
The Home Page appears.



Exercise 1 — Upload Check Writer Interface File

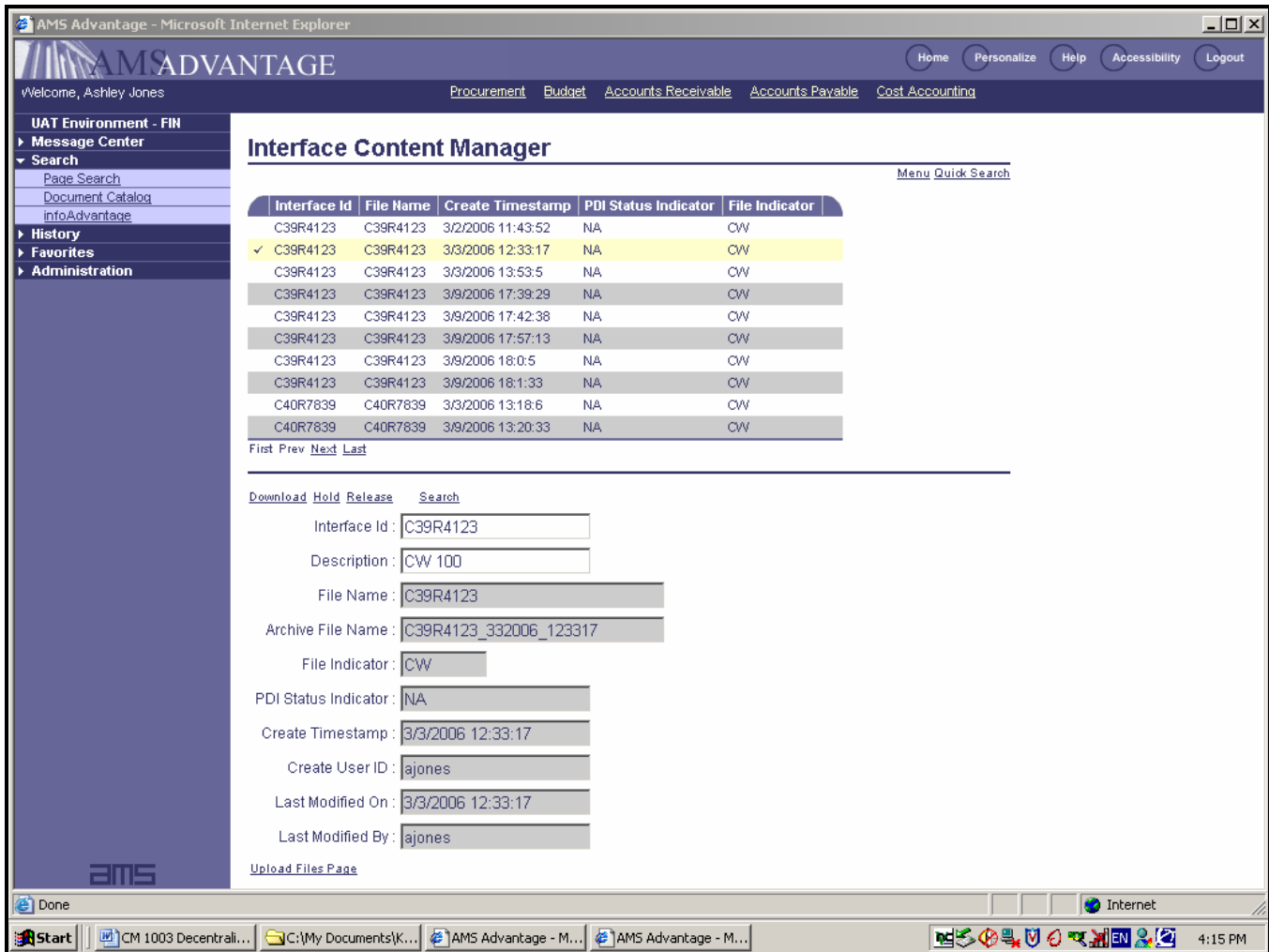
Procedures

- From the eMARS Home page, click **Search** in the secondary navigation panel.
- Click **Page Search**.
- In the Page Code field type **INTCM**.
- Click **Browse**.



The screenshot shows the AMS Advantage web application running in Microsoft Internet Explorer. The page title is "AMS Advantage - Microsoft Internet Explorer". The main header area includes the "AMS ADVANTAGE" logo and navigation links: Home, Personalize, Help, Accessibility, and Logout. Below the header, a welcome message "Welcome, Jennifer Dearborn" is displayed. The left sidebar contains a navigation menu with the following items: UAT Environment - FIN, Message Center, Search (expanded), Page Search, Document Catalog, InfoAdvantage, History, Favorites, and Administration. The main content area is titled "Page Search" and features a search form with the following fields: Category (dropdown), Page Type (dropdown), Description (text input), and Page Code (text input containing "INTCM*"). Below the search form are "Browse" and "Clear" buttons. A table displays the search results, with columns for "Description" and "Page Code". The table contains one entry: "Interface Content Manager" with the page code "INTCM". Below the table are navigation links: First, Prev, Next, Last, and Open With Data. The Windows taskbar at the bottom shows the Start button, several open applications (including "CM 1002 Centralize...", "AMS Advantage - Mi...", and "AMS Advantage - Mi..."), and the system clock showing 4:21 PM.

- Click the **Interface Content Manager** link.



The screenshot shows the AMS Advantage web application running in Microsoft Internet Explorer. The user is Ashley Jones. The interface includes a navigation menu on the left with options like UAT Environment - FIN, Message Center, Search, History, Favorites, and Administration. The main content area is titled "Interface Content Manager" and displays a table of interface records. The table has columns for Interface Id, File Name, Create Timestamp, PDI Status Indicator, and File Indicator. One record is highlighted with a checkmark. Below the table, there are links for Download, Hold, Release, and Search, followed by a form to enter details for a specific interface record.

Interface Id	File Name	Create Timestamp	PDI Status Indicator	File Indicator
C39R4123	C39R4123	3/2/2006 11:43:52	NA	CW
✓ C39R4123	C39R4123	3/3/2006 12:33:17	NA	CW
C39R4123	C39R4123	3/3/2006 13:53:5	NA	CW
C39R4123	C39R4123	3/9/2006 17:39:29	NA	CW
C39R4123	C39R4123	3/9/2006 17:42:38	NA	CW
C39R4123	C39R4123	3/9/2006 17:57:13	NA	CW
C39R4123	C39R4123	3/9/2006 18:0:5	NA	CW
C39R4123	C39R4123	3/9/2006 18:1:33	NA	CW
C40R7839	C40R7839	3/3/2006 13:18:6	NA	CW
C40R7839	C40R7839	3/9/2006 13:20:33	NA	CW

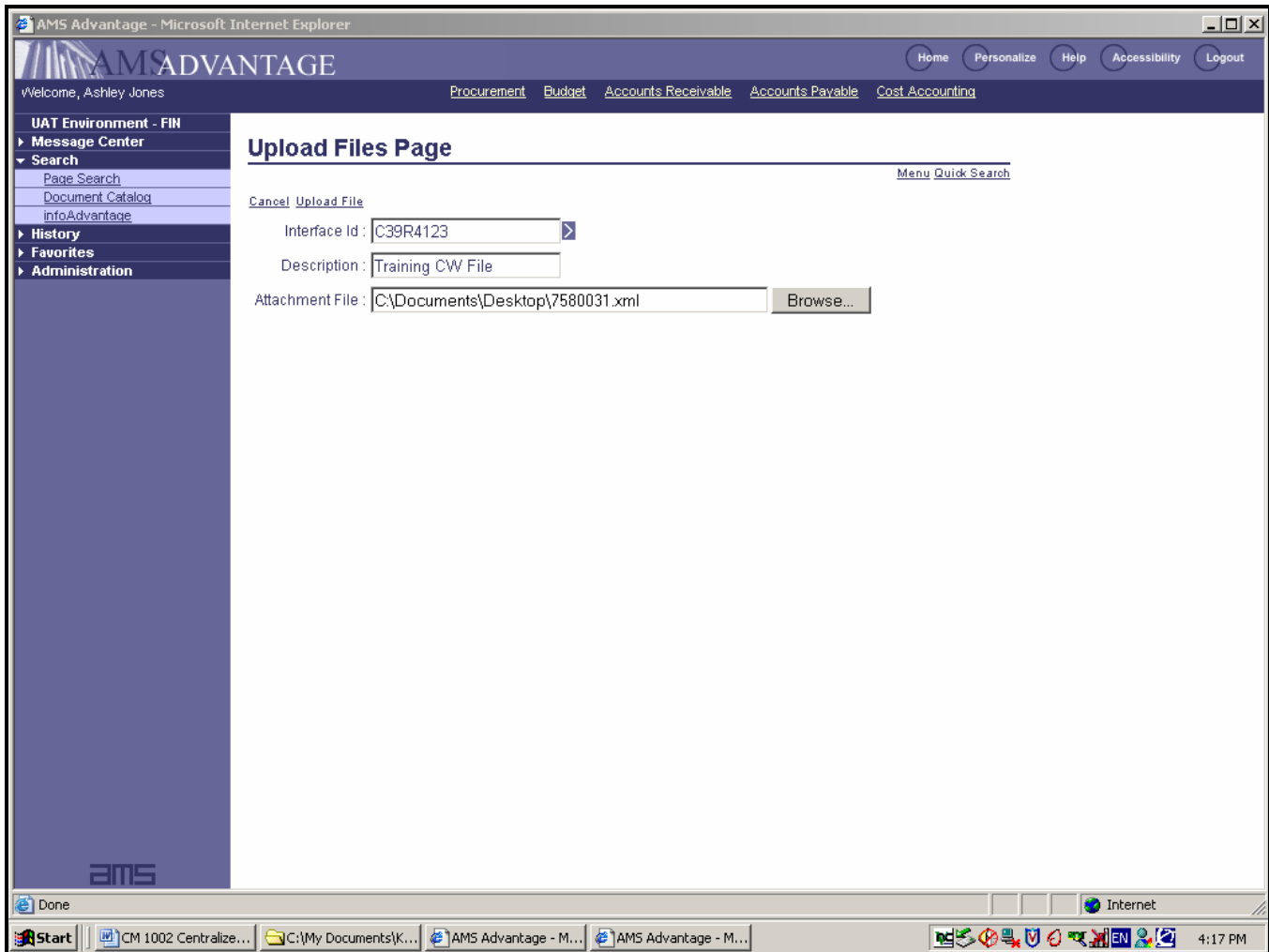
Below the table, there are links for [First](#), [Prev](#), [Next](#), and [Last](#). There is also a link for [Upload Files Page](#).

The form fields for the selected record are:

- Interface Id: C39R4123
- Description: CW 100
- File Name: C39R4123
- Archive File Name: C39R4123_332006_123317
- File Indicator: CW
- PDI Status Indicator: NA
- Create Timestamp: 3/3/2006 12:33:17
- Create User ID: ajones
- Last Modified On: 3/3/2006 12:33:17
- Last Modified By: ajones

- Click the **Upload Files Page** link.
- Enter the following information:

Required Fields	Values
Interface Id	See student card
Description	Training CW File
Attachment File	See student card



The screenshot shows the AMS Advantage web application running in Microsoft Internet Explorer. The browser title is "AMS Advantage - Microsoft Internet Explorer". The application header includes the "AMS ADVANTAGE" logo and navigation links: Home, Personalize, Help, Accessibility, and Logout. Below the header, a welcome message "Welcome, Ashley Jones" is displayed, followed by a list of menu items: Procurement, Budget, Accounts Receivable, Accounts Payable, and Cost Accounting.

The left sidebar contains a navigation menu with the following sections:

- UAT Environment - FIN
- Message Center
- Search
 - Page Search
 - Document Catalog
 - Info Advantage
- History
- Favorites
- Administration

The main content area is titled "Upload Files Page". It includes a "Menu Quick Search" link and a "Cancel Upload File" link. The form contains the following fields:

- Interface Id: C39R4123
- Description: Training CW File
- Attachment File: C:\Documents\Desktop\7580031.xml

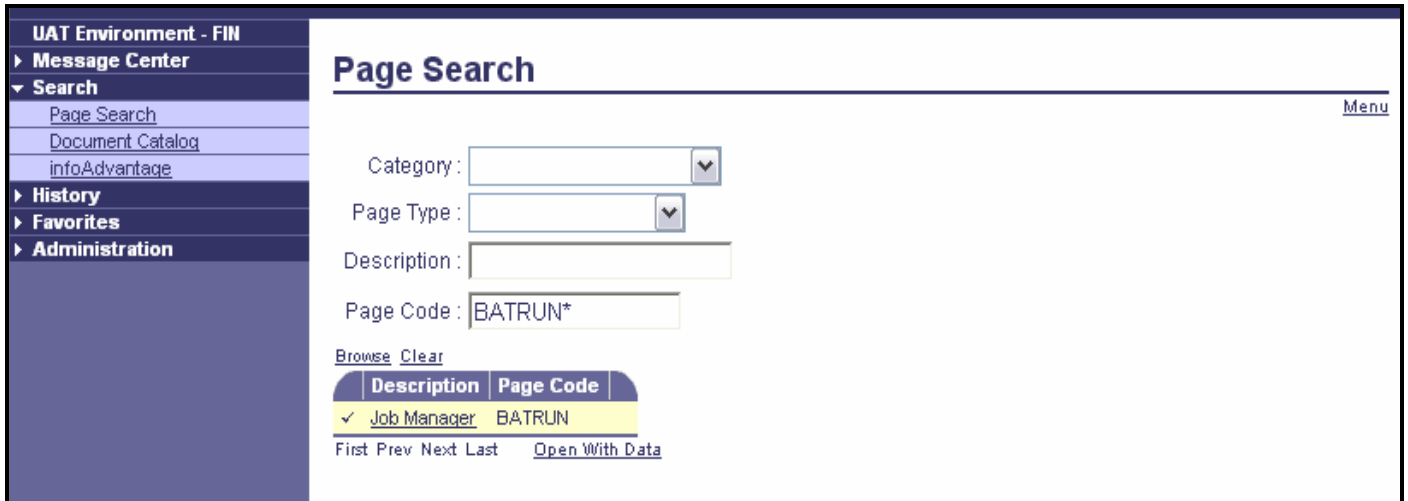
A "Browse..." button is located next to the Attachment File field. The bottom of the browser window shows the Windows taskbar with the Start button, several open applications (CM 1002 Centralize..., C:\My Documents\K..., AMS Advantage - M..., AMS Advantage - M...), and the system clock showing 4:17 PM.

9. Click **Upload File**. This will return you to the Interface Content Manager page with your file information populated.
10. Click **Home**.

Exercise 2 — Run Check Writer Table Load Chain Job

Procedures

1. From the eMARS Home page, click **Search** in the secondary navigation panel.
2. Click **Page Search**.
3. In the Page Code field type **BATRUN**.
4. Click **Browse**.



UAT Environment - FIN

- ▶ Message Center
- ▼ Search
 - Page Search
 - Document Catalog
 - infoAdvantage
- ▶ History
- ▶ Favorites
- ▶ Administration

Page Search [Menu](#)

Category :

Page Type :

Description :

Page Code :

[Browse](#) [Clear](#)

Description	Page Code
✓ Job Manager	BATRUN

First Prev Next Last [Open With Data](#)

5. Click the **Job Manager** link.
6. Click the **Maximize** button in the upper right corner.
7. Click **Financial** in the secondary navigation panel.
8. Click **Check Writer**.
9. Click **Chain Jobs**.
10. Click **Check Writer Table Load**.

AMS Advantage Job Manager - Microsoft Internet Explorer

AMSADVANTAGE

Close

Batch Catalog

- Financial
 - Accounts Receivable
 - Accounts Payable
 - Cost Accounting
 - Matching Manager
 - Procurement
 - Utilities
 - Fixed Asset
 - Investment
 - Posting
 - Vendor Self-Service
 - General Accounting
 - Systems Assurance
 - Budget
 - Inventory
 - Interface Control
 - Conversion Processes
- Check Writer
 - Batch Jobs - CW
 - Chain Jobs
 - Check Writer Table Load
 - CW Pre-Edit
 - CW Accounting Docu
 - CW Intercept Docume
 - 1099 Journal Posting
 - CW Check Printing Ge
 - CW ACH File Generat
 - CW Archive
 - Reports - CW
 - Admin Utilities

Job Chain for Check Writer Table Load

Menu

Catalog Label	Item Type	Sequence Number	Acceptable Job Return Code	Disable Job
✓ CW Header Load	System Batch	1	Successful	<input type="checkbox"/>
CW Component Load	System Batch	2	Warning	<input type="checkbox"/>

[Save](#) [Undo](#) [First](#) [Prev](#) [Next](#) [Last](#)
[Schedule New Chain Job](#) [View Job Summary](#)

Start | Inbox - Mic... | C:\My Doc... | CM 1002 C... | AMS Adva... | AMS Adva... | AMS Adva... | Internet | 2:46 PM

11. Click **Schedule New Chain Job**.

New Job


Menu

[Save](#) [Undo](#)

Job ID :

Job Name :


App Server Id : >

Scheduled Time : 02-09-2006 16:47 


Number of Runs :


Run After Completing Job : >

Job :

Run Option : Run Immediate 

App Server Name :

Don't Schedule After : 02-09-2006 16:47 

Pre Condition Return Code : 

[Top](#)
[Setup Parameters](#) [Submit Request](#)

12. Enter the following information:

Field	Value
Job Name	See student card

The job name is comprised of the Department, Unit, and File ID specified in the Check Writer file. For example: **785 UNIT W000006074001**.

13. Click **Save**.

New Job

Menu

[Save](#) [Undo](#)

Job ID : 21621
Job : Check Writer Table Load

Job Name :
Run Option : Run Immediate

App Server Id :
App Server Name :

Scheduled Time : 02-09-2006 16:47
Don't Schedule After : 02-09-2006 16:47

Number of Runs :
Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

14. Click **Setup Parameters**.

Job List

Job ID	Job	Item Type	Scheduled Time
✓ 21645	CW Header Load	System Batch	02-09-2006 17:47
21646	CW Component Load	System Batch	02-09-2006 17:47

First Prev Next Last
[Edit Job Parameters](#)

OK Cancel

15. Click **Edit Job Parameters**.

Job Parameters for CW Header Load

Parameter Description	Parameter Value
✓ CW Split Component File	\$\$AMSEXPORT\$\$
CW File Directory	\$\$AMSIMPORT\$\$
File location for parameter file	\$\$AMSPARM\$\$
CW Component XML File Name	CWCompUpload.xml
CW Input XML File Name(s). Multiple	
File name of parameter file	LoadComponentParm.txt
(Optional) User ID to be used for	

[Save](#) [Undo](#) First Prev Next Last

OK Cancel

16. Enter the following information:

Field	Value
CW Input XML File Name(s)	See student card

17. Click **Save**.

Job Parameters for Header Load

[Menu](#)

Parameter Description	Parameter Value
(Required) File location on	\$\$\$AMSEXPORT\$\$
(Required) File location on	\$\$\$AMSIMPORT\$\$
(Required) File location on	\$\$\$AMSPARM\$\$
(Required) Name of Component XML file	CWCompUpload.xml
✓ (Required) Name of input CW file(s).	7580031.xml
(Required) Name of CW Component	LoadComponentParm.txt
(Optional) User ID to be used during	

[Save](#) [Undo](#) First Prev Next Last

18. Click **OK**.

Job List


	Job ID	Job	Item Type	Scheduled Time
✓	21645	CW Header Load	System Batch	02-09-2006 17:47
	21646	CW Component Load	System Batch	02-09-2006 17:47

[First](#) [Prev](#) [Next](#) [Last](#)
[Edit Job Parameters](#)

19. Click **OK**.

New Job



[Menu](#)

[Save](#) [Undo](#) 

Job ID : 21644 Job : Check Writer Table Load

Job Name : Run Option : Run Immediate ▾

App Server Id : > App Server Name :

Scheduled Time : 02-09-2006 17:47  Don't Schedule After : 02-09-2006 17:47 

Number of Runs : Pre Condition Return Code : ▾

Run After Completing Job : >

[Top](#)
[Setup Parameters](#) [Submit Request](#)

20. Click **Submit Request**.

21. Click **Close**.

Review the Job Inquiry (BATJOBS) Page

1. Click **Page Search**.
2. In the Page Code field type **BATJOBS**.
3. Click **Browse**.

UAT Environment - FIN

▶ Message Center

▼ Search

Page Search

Document Catalog

infoAdvantage

▶ History

▶ Favorites

▶ Administration

Page Search

[Menu](#)

Category : ▾

Page Type : ▾

Description :

Page Code : BATJOBS*

[Browse](#) [Clear](#)

Description	Page Code
✓ View All Jobs	BATJOBS

First Prev Next Last [Open With Data](#)

4. Click the **View All Jobs** link.

Job Inquiry Menu

Browse Clear

Job ID : Job Name :

Start Time : End Time :

Run Status : User ID :

Catalog Id : Catalog Name :

Item Type :

Job ID	Item Type	Catalog Id	Catalog Name	Job Name	User ID	Start Time	End Time	Run Status	Return Code	
✓ 24392	Chain Job	1197	CW Pre-Edit		test1	04-18-2006 09:44:39	04-18-2006 09:45:02	Complete	Failed	View
24388	Chain Job	1194	CW Table Load		test1	04-18-2006 09:32:49	04-18-2006 09:32:50	Complete	Non Fatal Error	View
24385	Chain Job	1194	CW Table Load		test1	04-18-2006 09:32:09	04-18-2006 09:32:11	Complete	Failed	View
24384	System Batch	1230	CW Clean Up		test1	04-18-2006 09:26:08	04-18-2006 09:26:09	Complete	Successful	View
24381	System Batch	1230	CW Clean Up	xxxxxx	test1			To Be Submitted		View
19344	Report	1257	Catalog Load process		test1	03-29-2006 12:49:48	03-29-2006 12:49:58	Complete	Successful	View
11221	System Batch	21	Disbursement Printing	xxxxxxxx	test1			To Be Submitted		View

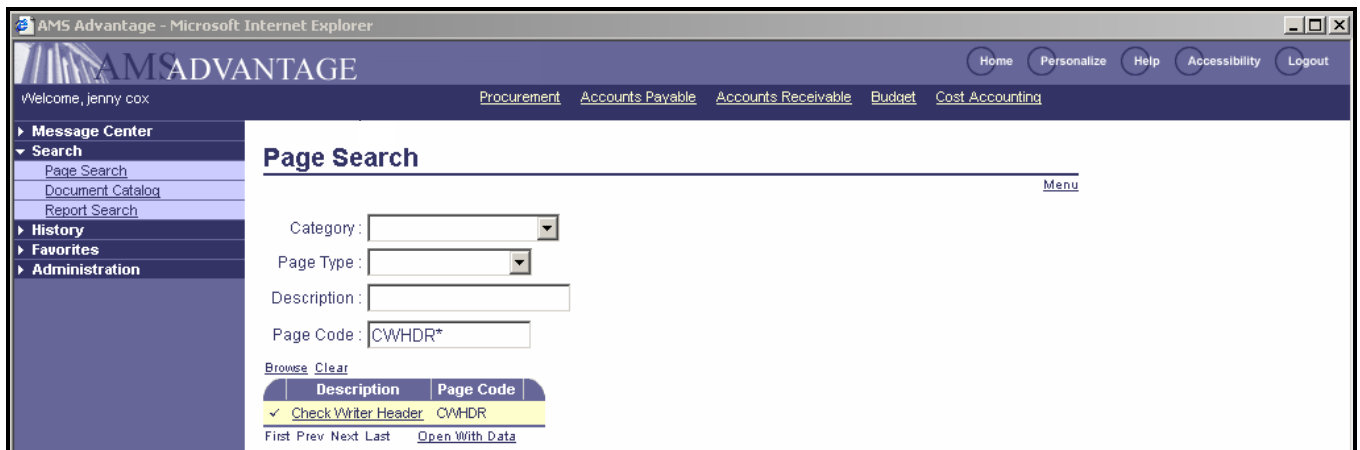
First Prev Next Last

In production, you will only be able to see the jobs run with your User ID. If a job is currently running, you can click Browse to refresh the screen and update the Return Code.

5. Identify the job you just ran.
6. Scroll right and click the **View Jobs** link.
7. Confirm the **Return Code** is Successful. If not, review the log to see why the job failed.
8. Click **Home**.

Review the CW Header (CWHDR) Table

9. Click Page Search.
10. In the Page Code field type **CWHDR**.
11. Click **Browse**.



AMS Advantage - Microsoft Internet Explorer

Welcome, jenny cox

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Page Search Menu

Category :

Page Type :

Description :

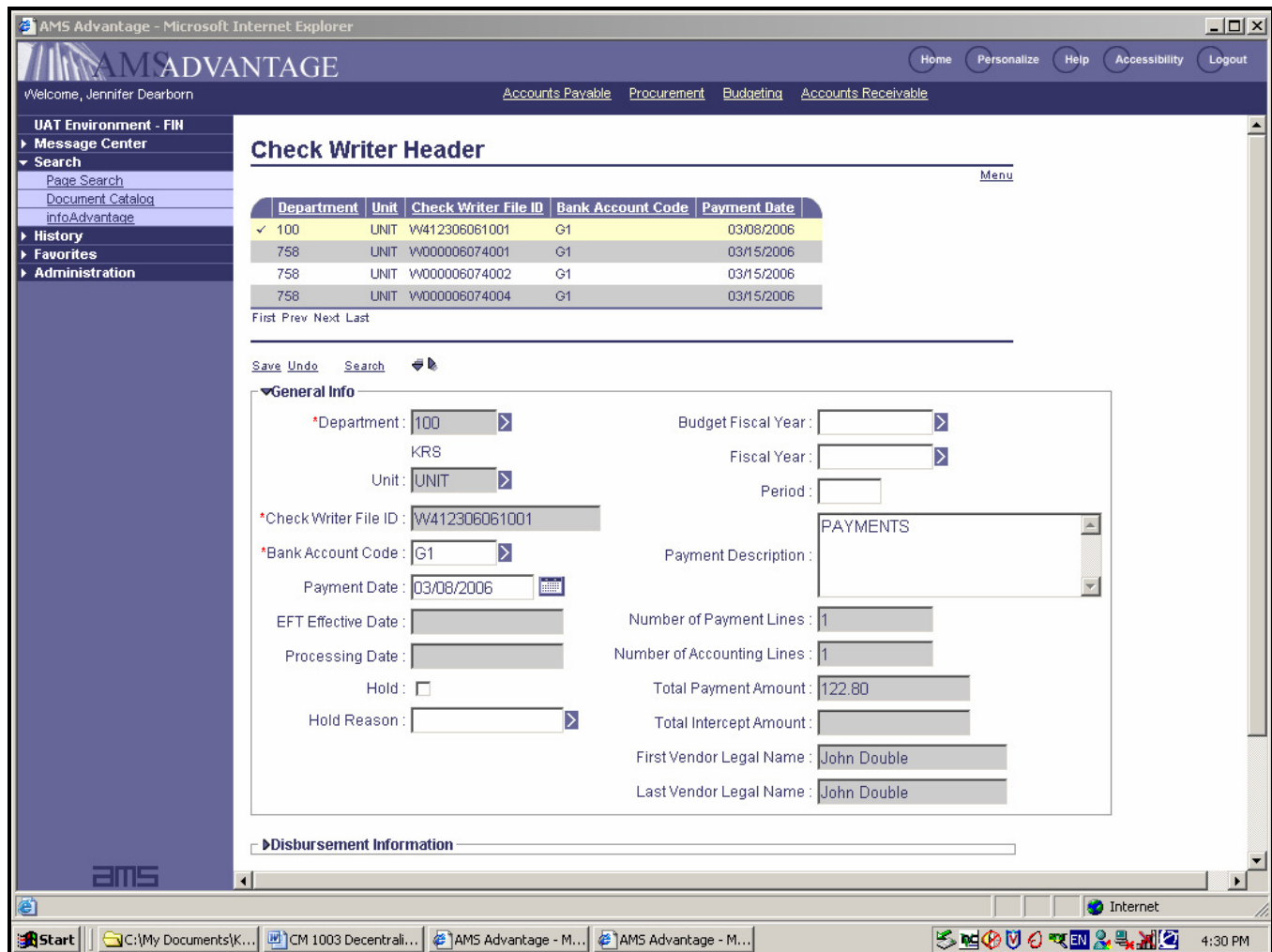
Page Code :

Browse Clear

Description	Page Code
✓ Check Writer Header	CWHDR

First Prev Next Last [Open With Data](#)

12. Click the **Check Writer Header** link.



AMS Advantage - Microsoft Internet Explorer

Welcome, Jennifer Dearborn

Accounts Payable Procurement Budgeting Accounts Receivable

UAT Environment - FIN

Message Center

Search

Page Search

Document Catalog

infoAdvantage

History

Favorites

Administration

Check Writer Header

Menu

Department	Unit	Check Writer File ID	Bank Account Code	Payment Date
✓ 100	UNIT	W412306061001	G1	03/08/2006
758	UNIT	W000006074001	G1	03/15/2006
758	UNIT	W000006074002	G1	03/15/2006
758	UNIT	W000006074004	G1	03/15/2006

First Prev Next Last

Save Undo Search

General Info

*Department: 100 KRS

Unit: UNIT

*Check Writer File ID: W412306061001

*Bank Account Code: G1

Payment Date: 03/08/2006

EFT Effective Date:

Processing Date:

Hold: ☐

Hold Reason:

Budget Fiscal Year:

Fiscal Year:

Period:

Payment Description: PAYMENTS

Number of Payment Lines: 1

Number of Accounting Lines: 1

Total Payment Amount: 122.80

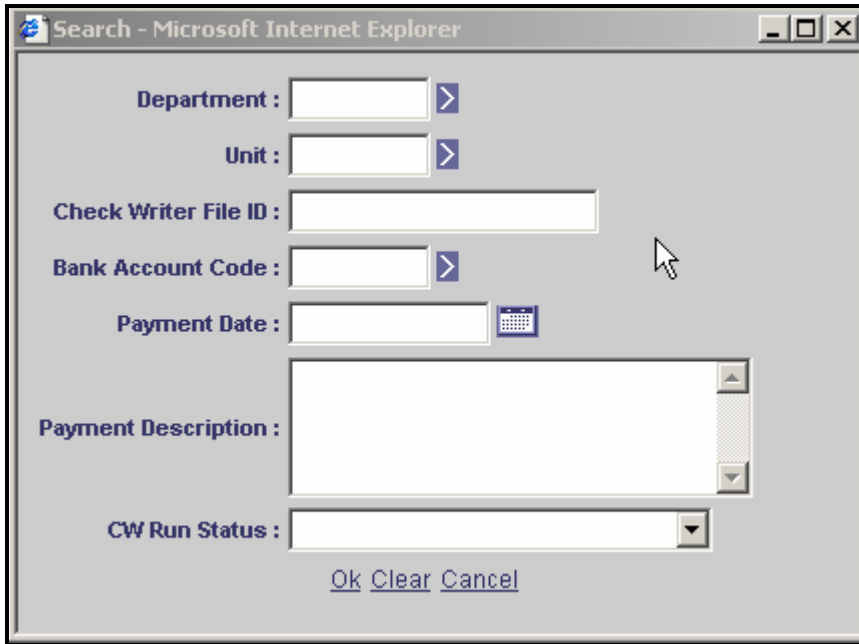
Total Intercept Amount:

First Vendor Legal Name: John Double

Last Vendor Legal Name: John Double

Disbursement Information

13. Click **Search**.




Search - Microsoft Internet Explorer

Department : >

Unit : >

Check Writer File ID :

Bank Account Code : >

Payment Date : 

Payment Description :

CW Run Status :

[Ok](#) [Clear](#) [Cancel](#)

14. Enter the following information:

Field	Value
Department	See student card
Unit	UNIT
Check Writer File ID	See student card

15. Click **Ok**.

AMS Advantage - Microsoft Internet Explorer

AMS ADVANTAGE
Home Personalize Help Accessibility Logout

Welcome, Jennifer Dearborn
Accounts Payable Procurement Budgeting Accounts Receivable

UAT Environment - FIN
Message Center
Search
Page Search
Document Catalog
infoAdvantage
History
Favorites
Administration

Check Writer Header

Menu

Department	Unit	Check Writer File ID	Bank Account Code	Payment Date
✓ 758	UNIT	W000006074001	G1	03/15/2006

First Prev Next Last

Save Undo Search

General Info

*Department: 758
Fin Controller
Unit: UNIT

*Check Writer File ID: W000006074001

*Bank Account Code: G1

Payment Date: 03/15/2006

EFT Effective Date:

Processing Date:

Hold:

Hold Reason:

Budget Fiscal Year:

Fiscal Year:

Period:

Payment Description: TRAINING CHECKWRITER FILE

Number of Payment Lines: 15

Number of Accounting Lines: 2

Total Payment Amount: 16986.54

Total Intercept Amount:

First Vendor Legal Name: Amanda Bates

Last Vendor Legal Name: Chris Jones

Disbursement Information

Certification Management

Processing Management Status

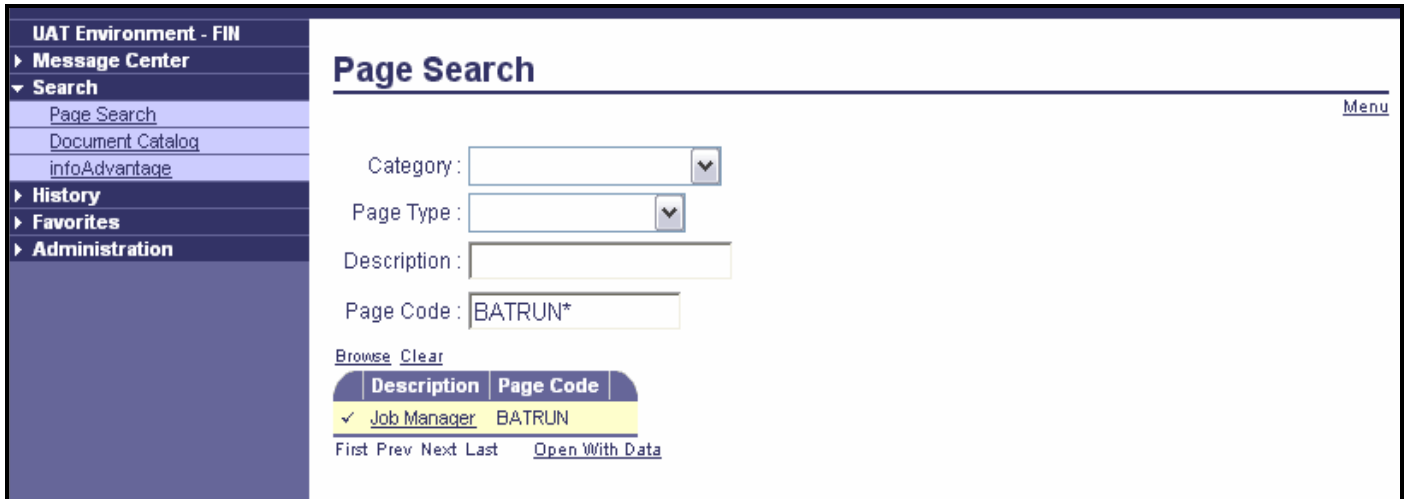
Done
Internet

Start
C:\My Documents\K...
CM 1003 Decentr...
AMS Advantage - M...
AMS Advantage - M...
5:03 PM

Exercise 3 — Run the CW Pre-Edit Chain Job

Procedures

1. From the eMARS Home page, click **Search** in the secondary navigation panel.
2. Click **Page Search**.
3. In the Page Code field type **BATRUN**.
4. Click **Browse**.



The screenshot shows the eMARS Page Search interface. On the left is a navigation menu with the following items: UAT Environment - FIN, Message Center, Search (expanded), Page Search (selected), Document Catalog, infoAdvantage, History, Favorites, and Administration. The main content area is titled 'Page Search' and includes a 'Menu' link in the top right. It contains search filters: Category (dropdown), Page Type (dropdown), Description (text field), and Page Code (text field with 'BATRUN*'). Below the filters are 'Browse' and 'Clear' buttons. A table displays search results with columns 'Description' and 'Page Code'. The first result is 'Job Manager' with page code 'BATRUN'. At the bottom of the table are pagination links: 'First Prev Next Last' and 'Open With Data'.

Description	Page Code
✓ Job Manager	BATRUN

5. Click the **Job Manager** link.
6. Click the **Maximize** button in the upper right corner.
7. Click **Financial** in the secondary navigation panel.
8. Click **Check Writer**.
9. Click **Chain Jobs**.
10. Click **CW Pre-Edit**.

AMS Advantage Job Manager - Microsoft Internet Explorer

AMS ADVANTAGE

Close

Batch Catalog

- Financial
 - Accounts Receivable
 - Accounts Payable
 - Cost Accounting
 - Matching Manager
 - Procurement
 - Utilities
 - Fixed Asset
 - Investment
 - Posting
 - Vendor Self-Service
 - General Accounting
 - Systems Assurance
 - Budget
 - Inventory
 - Interface Control
 - Conversion Processes
- Check Writer
 - Batch Jobs - CW
 - CW Check/EFT Gene
 - CW State Escheat
 - CW Clean Up
 - CW Restore
 - Chain Jobs
 - H Check Writer Table L
 - H CW Pre-Edit
 - H CW Accounting Docu
 - H CW Intercept Docume
 - H 1099 Journal Postin
 - H CW Check Printing G
 - H CW ACH File Generat
 - H CW Archive
 - Reports - CW
 - Admin Utilities

Job Chain for CW Pre-Edit

Menu

Catalog Label	Item Type	Sequence Number	Acceptable Job Return Code	Disable Job
✓ Inferences & Validations	Report	1	Successful	<input type="checkbox"/>
Accounting Document XML Generation	System Batch	2	Warning	<input type="checkbox"/>
Load & Validate	System Batch	3	Successful	<input type="checkbox"/>
Generate Accounting Report	Report	4	Successful	<input type="checkbox"/>
Discard	System Batch	5	Warning	<input type="checkbox"/>

[Save](#) [Undo](#) [First](#) [Prev](#) [Next](#) [Last](#)
[Schedule New Chain Job](#) [View Job Summary](#)

Internet 10:37 PM

11. Click **Schedule New Chain Job**.

New Job

Menu

[Save](#) [Undo](#)

Job ID : 35227
 Job : CW Pre-Edit

Job Name :
Run Option : Run Immediate

App Server Id :
App Server Name :

Scheduled Time : 02-10-2006 00:38
 Don't Schedule After : 02-10-2006 00:38

Number of Runs :
Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

12. Enter the following information:

Field	Value
Job Name	See student card

The job name is comprised of the Department, Unit, and File ID specified in the Check Writer file. For example: **785 UNIT W000006074001**.

13. Click **Save**.

New Job

[Menu](#)

[Save](#) [Undo](#)

Job ID :
Job :

Job Name :
Run Option :

App Server Id :
App Server Name :

Scheduled Time :
Don't Schedule After :

Number of Runs :
Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

14. Click **Setup Parameters**.

Job List

[Menu](#)

Job ID	Job	Item Type	Scheduled Time
✓ 35228	Inferences & Validations	Report	02-10-2006 00:38
35229	Accounting Document XML Generation	System Batch	02-10-2006 00:38
35230	Load & Validate	System Batch	02-10-2006 00:38
35231	Generate Accounting Report	Report	02-10-2006 00:38
35232	Discard	System Batch	02-10-2006 00:38

[First](#) [Prev](#) [Next](#) [Last](#)
[Edit Job Parameters](#)

15. Verify that the first job in the Pre-Edit chain is selected. Click **Edit Job Parameters**.

Job Parameters for Inferences & Validations [Menu](#)

Parameter Description	Parameter Value
✓ Accounting Document XML	CreateCWXML.txt
CWA XML Location	\$\$AMSEXPORT\$\$
Log File Location	\$\$AMSLOGS\$\$
Parameter File Location	\$\$AMSPARM\$\$
Chain ID	\$\$@CHAINJOBID@\$\$
Client Name (Optional)	Commonwealth of Kentucl
CWA Document Code	CWE
Department Code	
CW File ID	
Discard Parameter File Name.	DiscardCWADoc.txt

[Save](#) [Undo](#) [First](#) [Prev](#) [Next](#) [Last](#)

16. Enter the following information:

Field	Value
Department Code	See student card
CW File ID	See student card

17. Click **Save**.

18. Click **OK**.

Job List

[Menu](#)


Job ID	Job	Item Type	Scheduled Time
✓ 35228	Inferences & Validations	Report	02-10-2006 00:38
35229	Accounting Document XML Generation	System Batch	02-10-2006 00:38
35230	Load & Validate	System Batch	02-10-2006 00:38
35231	Generate Accounting Report	Report	02-10-2006 00:38
35232	Discard	System Batch	02-10-2006 00:38

First Prev Next Last
[Edit Job Parameters](#)

19. Click **OK**.

New Job

[Menu](#)

[Save](#)
[Undo](#)


Job ID :
 Job :

Job Name :
 Run Option :

App Server Id :
 App Server Name :

Scheduled Time :
 Don't Schedule After :

Number of Runs :
 Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#)
[Submit Request](#)

20. Click **Submit Request**.

21. Click **Close**.

Review the Job Inquiry (BATJOBS) Page

1. Click **Page Search**.
2. In the Page Code field type **BATJOBS**.
3. Click **Browse**.

UAT Environment - FIN
 ▶ **Message Center**
 ▼ **Search**
 Page Search
 Document Catalog
 infoAdvantage
 ▶ **History**
 ▶ **Favorites**
 ▶ **Administration**

Page Search

[Menu](#)
 Category :
 Page Type :
 Description :
 Page Code :
 Browse Clear

Description	Page Code
✓ View All Jobs	BATJOBS

 First Prev Next Last [Open With Data](#)

4. Click the **View All Jobs** link.

Job Inquiry

[Menu](#)
 Browse Clear
 Job ID : Job Name :
 Start Time : End Time :
 Run Status : User ID :
 Catalog Id : Catalog Name :
 Item Type :

Job ID	Item Type	Catalog Id	Catalog Name	Job Name	User ID	Start Time	End Time	Run Status	Return Code	
✓ 24423	Chain Job	1197	CW Pre-Edit		test1	04-18-2006 10:26:59	04-18-2006 10:27:40	Complete	Successful	View
24400	Chain Job	1194	CW Table Load		test1	04-18-2006 10:25:29	04-18-2006 10:25:40	Complete	Successful	View
24392	Chain Job	1197	CW Pre-Edit		test1	04-18-2006 09:44:39	04-18-2006 09:45:02	Complete	Failed	View
24388	Chain Job	1194	CW Table Load		test1	04-18-2006 09:32:49	04-18-2006 09:32:50	Complete	Non Fatal Error	View
24385	Chain Job	1194	CW Table Load		test1	04-18-2006 09:32:09	04-18-2006 09:32:11	Complete	Failed	View
24384	System Batch	1230	CW Clean Up		test1	04-18-2006 09:26:08	04-18-2006 09:26:09	Complete	Successful	View
24381	System Batch	1230	CW Clean Up	xxxxxx	test1			To Be Submitted		View
19344	Report	1257	Catalog Load process		test1	03-29-2006 12:49:48	03-29-2006 12:49:58	Complete	Successful	View
11221	System Batch	21	Disbursement Printing	xxxxxxxx	test1			To Be Submitted		View

First Prev Next Last

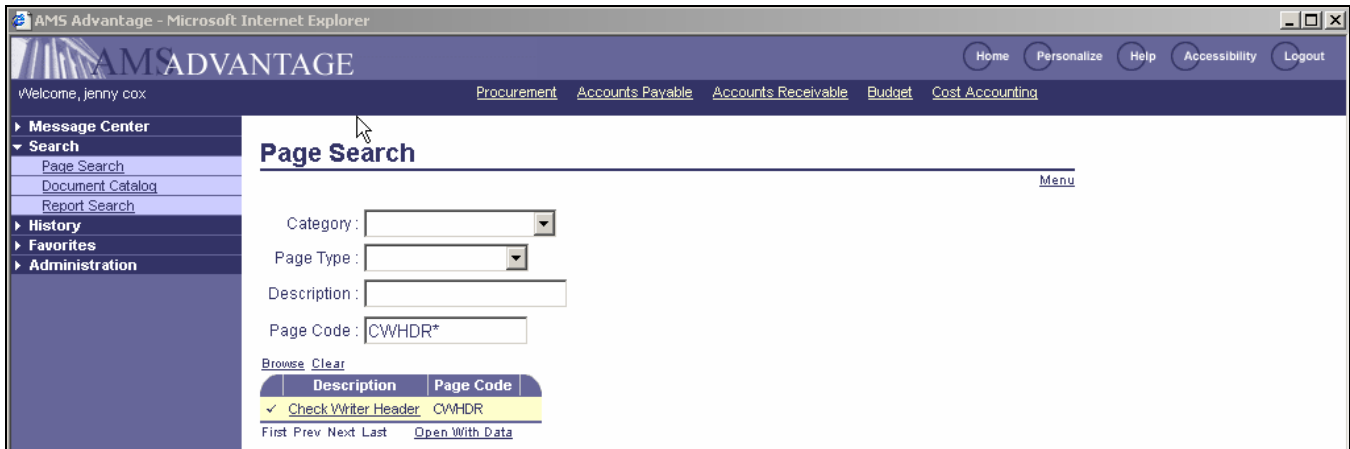
In production, you will only be able to see the jobs run with your User ID. If a job is currently running, you can click Browse to refresh the screen and update the Return Code.

- Identify the job you just ran.
- Scroll right and click the **View Jobs** link.
- Confirm the **Return Code** is Successful. If not, review the log to see why the job failed.
- Click **Home**.

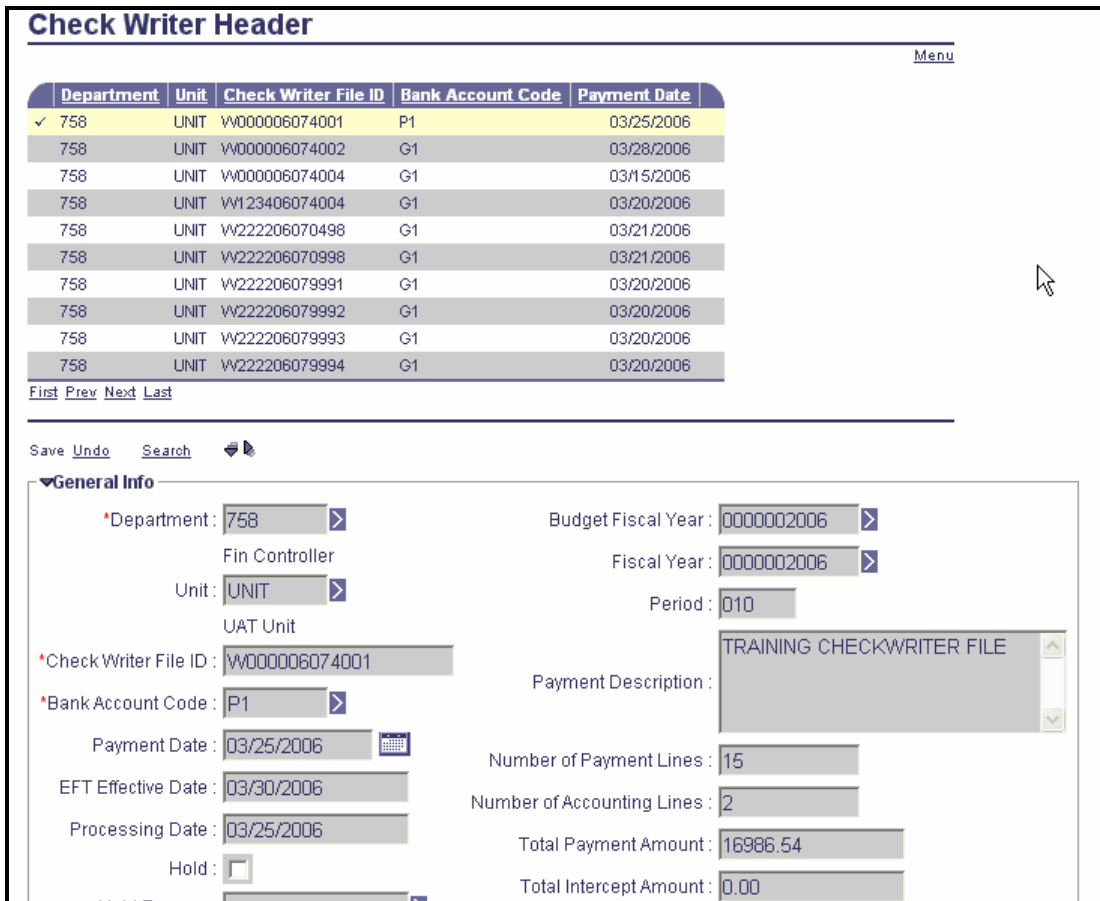
Update the CW Header (CWHDR) Table

- Click **Page Search**.

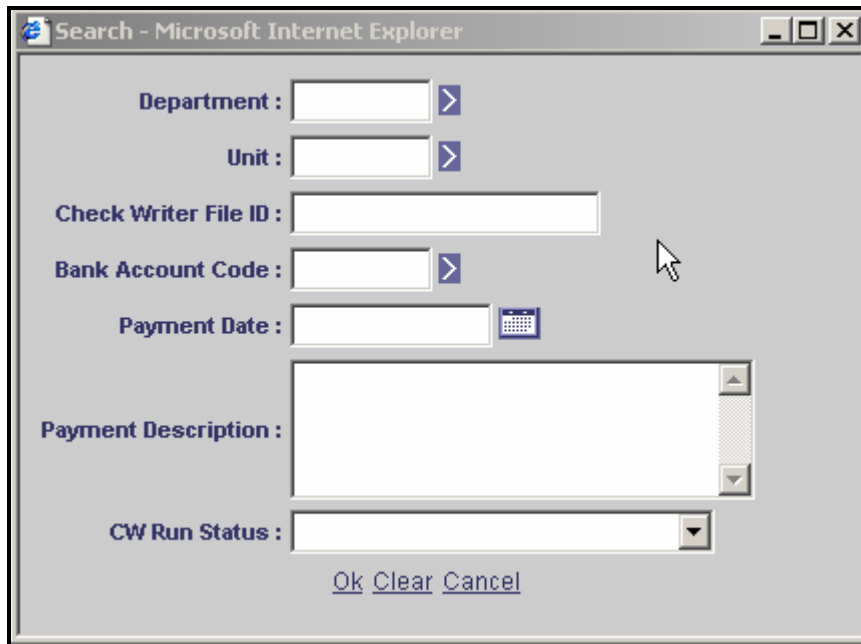
2. In the Page Code field type **CWHDR**.
3. Click **Browse**.



4. Click the **Check Writer Header** link.



5. Click **Search**.




Search - Microsoft Internet Explorer

Department : >

Unit : >

Check Writer File ID :

Bank Account Code : >

Payment Date : 

Payment Description :

CW Run Status :

[Ok](#) [Clear](#) [Cancel](#)

6. Enter the following information:

Field	Value
Department	See student card
Unit	See student card
Check Writer File ID	See student card

7. Click **Ok**.
8. Expand the **Processing Management Status** section and verify the **Pre-Edit Successful** checkbox is selected. Your user ID will also be shown as having run the Load and Pre-Edit jobs.

AMS ADVANTAGE

[Home](#)
[Personalize](#)
[Help](#)
[Accessibility](#)
[Logout](#)

Welcome, Jennifer Dearborn

[Accounts Payable](#)
[Procurement](#)
[Budgeting](#)
[Accounts Receivable](#)

UAT Environment - FIN

Message Center

Search

Page Search

Document Catalog

InfoAdvantage

History

Favorites

Administration

Check Writer Header

Menu

Department	Unit	Check Writer File ID	Bank Account Code	Payment Date
✓ 758	UNIT	VW000006074001	G1	03/15/2006

First Prev Next Last

Save Undo Search

General Info

Department

758

Budget Fiscal Year

Fin Controller

UNIT

Fiscal Year

Period

Check Writer File ID

VW000006074001

Bank Account Code

G1

Payment Date

03/15/2006

EFT Effective Date

Processing Date

Hold

☐

Hold Reason

Payment Description

TRAINING CHECKWRITER FILE

Number of Payment Lines

15

Number of Accounting Lines

2

Total Payment Amount

16986.54

Total Intercept Amount

First Vendor Legal Name

Amanda Bates

Last Vendor Legal Name

Chris Jones

Disbursement Information

Certification Management

Processing Management Status

CW Run Status

Pending department certification

Load Date/Time Stamp

03-09-2006 13:23:46

Pre-Edit Processing Date/Time Stamp

03-09-2006 13:25:22

Pre-Edit Successful

☒

CWA Generated

☐

CWA Generation Date/Time Stamp

CWA Document Final

☐

CWA Document Processing Date/Time Stamp

CW Intercept Status

CWI Generation Date/Time Stamp

CheckEFT Generation Date/Time Stamp

1099 Processing Date/Time Stamp

Check Printing Generation Date/Time Stamp

ACH File Generation Date/Time Stamp

Load User ID

jdearborn

Pre-Edit Processing User ID

jdearborn

CWA Generation User ID

CWA Document Override Level

CWA Document Processing User ID

CWI Generation User ID

CheckEFT Generation User ID

1099 Processing User ID

Check Printing Generation User ID

ACH File Generation User ID

Contact Information

Top

[Check Writer Accounting](#)
[Check Writer Payment](#)
[Check Writer Vendor Intercept](#)

9. Expand the **Certification Management** section of the Check Writer Header page.

Certification Management

Department Certification

☒

Central Certification


☐

Department Certification Date/Time Stamp

Central Certification Date/Time Stamp

Department Certification User ID

Central Certification User ID



94 of 177

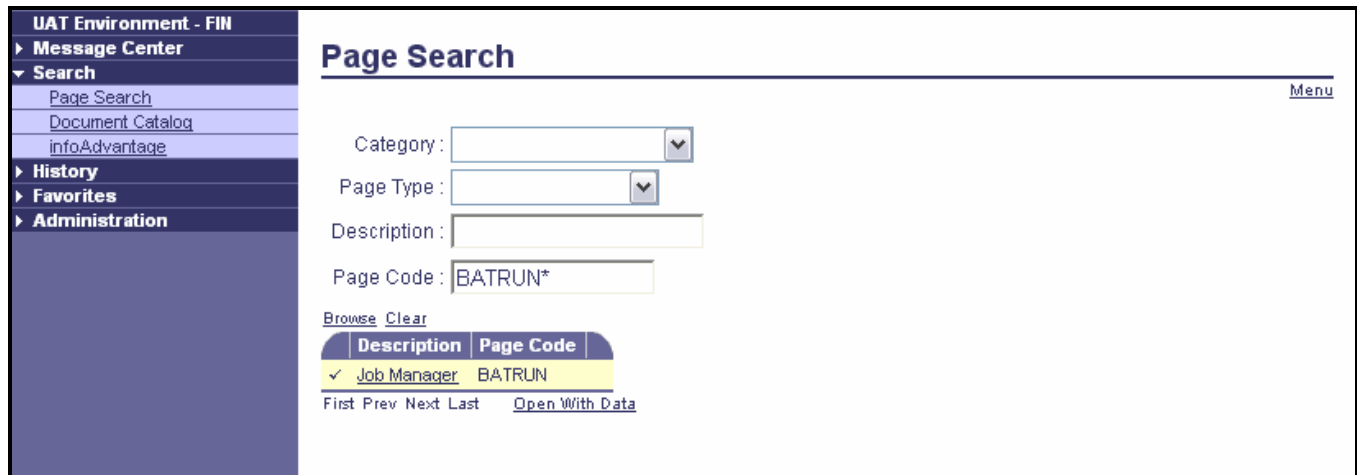
10. Click the **Department Certification** check box.
11. Click **Save**.
12. Click the **Central Certification** box.
13. Click **Save**.
14. Click **Home**.

NOTE: In Production, the Department Certification will already be checked before you (centrally) run the Pre-Edit.

Exercise 4 — Run the CW Accounting Document Generation Chain Job

Procedures

1. From the eMARS Home page, click **Search** in the secondary navigation panel.
2. Click **Page Search**.
3. In the Page Code field type **BATRUN**.
4. Click **Browse**.



The screenshot shows the eMARS 'Page Search' interface. On the left is a navigation menu with the following items: UAT Environment - FIN, Message Center, Search (expanded), Page Search (selected), Document Catalog, infoAdvantage, History, Favorites, and Administration. The main content area is titled 'Page Search' and includes a 'Menu' link in the top right. Below the title are search filters: 'Category' (dropdown), 'Page Type' (dropdown), 'Description' (text input), and 'Page Code' (text input containing 'BATRUN*'). Below these filters are 'Browse' and 'Clear' buttons. A table displays the search results with two columns: 'Description' and 'Page Code'. The first row is 'Job Manager' with 'BATRUN' in the Page Code column. Below the table are pagination controls: 'First', 'Prev', 'Next', 'Last', and a link 'Open With Data'.

Description	Page Code
✓ Job Manager	BATRUN

5. Click the **Job Manager** link.
6. Click the **Maximize** button in the upper right corner.
7. Click **Financial** in the secondary navigation panel.
8. Click **Check Writer**.
9. Click **Chain Jobs**.
10. Click **CW Pre-Edit**.
11. Click **CW Accounting Document Generation Chain**.

AMS Advantage Job Manager - Microsoft Internet Explorer

AMS ADVANTAGE

Close

Batch Catalog

- Financial
 - Accounts Receivable
 - Accounts Payable
 - Cost Accounting
 - Matching Manager
 - Procurement
 - Utilities
 - Fixed Asset
 - Investment
 - Posting
 - Vendor Self-Service
 - General Accounting
 - Systems Assurance
 - Budget
 - Inventory
 - Interface Control
 - Conversion Processes
- Check Writer
 - Batch Jobs - CW
 - CW Check/EFT Gene
 - CW State Escheat
 - CW Clean Up
 - CW Restore
 - Chain Jobs
 - Check Writer Table L
 - CW Pre-Edit
 - CW Accounting Docu
 - CW Intercept Docume
 - 1099 Journal Posting
 - CW Check Printing G
 - CW ACH File Generat
 - CW Archive
 - Reports - CW
 - Admin Utilities

Job Chain for CW Accounting Document Generation Chain

Menu

Catalog Label	Item Type	Sequence Number	Acceptable Job Return Code	Disable Job
✓ Accounting Document XML Generation	System Batch	1	Successful	<input type="checkbox"/>
Upload	System Batch	2	Warning	<input type="checkbox"/>
Submit	System Batch	3	Successful	<input type="checkbox"/>

[Save](#) [Undo](#) [First](#) [Prev](#) [Next](#) [Last](#)
[Schedule New Chain Job](#) [View Job Summary](#)

12. Click **Schedule New Chain Job**.

New Job

Menu

[Save](#) [Undo](#)

Job ID :

Job Name :

App Server Id :

Scheduled Time :

Number of Runs :

Run After Completing Job :

Job :

Run Option :

App Server Name :

Don't Schedule After :

Pre Condition Return Code :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

13. Enter the following information:

Field	Value
Job Name	See student card

14. The job name is comprised of the Department, Unit, and File ID specified in the Check Writer file.
For example: **785 UNIT W000006074002**.

15. Click **Save**.

New Job

Menu

[Save](#) [Undo](#)

Job ID : 35239
Job : CW Accounting Documen

Job Name :
Run Option : Run Immediate

App Server Id :
App Server Name :

Scheduled Time : 02-10-2006 00:49
Don't Schedule After : 02-10-2006 00:49

Number of Runs :
Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

16. Click **Setup Parameters**.

Job List

Menu

Job ID	Job	Item Type	Scheduled Time
✓ 35240	Accounting Document XML Generation	System Batch	02-10-2006 00:49
35241	Upload	System Batch	02-10-2006 00:49
35242	Submit	System Batch	02-10-2006 00:49

[First](#) [Prev](#) [Next](#) [Last](#)
[Edit Job Parameters](#)

OK

Cancel

17. Verify that the first job is selected. Click **Edit Job Parameters**.

Job Parameters for Accounting Document XML Generation

[Menu](#)

Parameter Description	Parameter Value
<input checked="" type="checkbox"/> File location where CWADocument_<C	<input type="text" value="\$\$AMSROOT\$\$/ExportIm"/>
File location of parameter files.	<input type="text" value="\$\$AMSROOT\$\$/Parms"/>
Apply override on document import.	<input type="text"/>
Commit Block Size	<input type="text"/>
Department of CW File ID(s)	<input type="text"/>
CW File ID(s) to be processed. Multiple	<input type="text"/>
Unit of CW File ID(s)	<input type="text"/>
CW Accounting Document Code	<input type="text" value="CWA"/>
Intercept Selection	<input type="text" value="1,2,3,4,5,6,7"/>
Override level to be used in document	<input type="text"/>

[Save](#) [Undo](#) [First](#) [Prev](#) [Next](#) [Last](#)

18. Enter the following information:

Field	Value
Department of CW File ID	See student card
CW File ID(s) to be processed	See student card
Unit of CW File ID(s)	See student card

19. Click **Save**.

20. Click **OK**.

Job List

[Menu](#)

Job ID	Job	Item Type	Scheduled Time
✓ 35240	Accounting Document XML Generation	System Batch	02-10-2006 00:49
35241	Upload	System Batch	02-10-2006 00:49
35242	Submit	System Batch	02-10-2006 00:49

First Prev Next Last
[Edit Job Parameters](#)

21. Click **OK**.

New Job

[Menu](#)

[Save](#)
[Undo](#)

Job ID :
 Job :

Job Name :
 Run Option :

App Server Id :
 App Server Name :

Scheduled Time :
 Don't Schedule After :

Number of Runs :
 Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#)
[Submit Request](#)

22. Click **Submit Request**.

23. Click **Close**.

Review the Job Inquiry (BATJOBS) Page

1. Click **Page Search**.
2. In the Page Code field type **BATJOBS**.
3. Click **Browse**.

UAT Environment - FIN
Message Center
Search
[Page Search](#)
[Document Catalog](#)
[InfoAdvantage](#)
History
Favorites
Administration

Page Search

[Menu](#)
Category :
Page Type :
Description :
Page Code :
[Browse](#) [Clear](#)

Description	Page Code
✓ View All Jobs	BATJOBS

First Prev Next Last [Open With Data](#)

4. Click the **View All Jobs** link.

Job Inquiry
[Menu](#)

[Browse](#) [Clear](#)
Job ID : Job Name :
Start Time : End Time :
Run Status : User ID :
Catalog Id : Catalog Name :
Item Type :

Job ID	Item Type	Catalog Id	Catalog Name	Job Name	User ID	Start Time	End Time	Run Status	Return Code	
✓ 24423	Chain Job	1197	CW Pre-Edit		test1	04-18-2006 10:26:59	04-18-2006 10:27:40	Complete	Successful	View
24400	Chain Job	1194	CW Table Load		test1	04-18-2006 10:25:29	04-18-2006 10:25:40	Complete	Successful	View
24392	Chain Job	1197	CW Pre-Edit		test1	04-18-2006 09:44:39	04-18-2006 09:45:02	Complete	Failed	View
24388	Chain Job	1194	CW Table Load		test1	04-18-2006 09:32:49	04-18-2006 09:32:50	Complete	Non Fatal Error	View
24385	Chain Job	1194	CW Table Load		test1	04-18-2006 09:32:09	04-18-2006 09:32:11	Complete	Failed	View
24384	System Batch	1230	CW Clean Up		test1	04-18-2006 09:26:08	04-18-2006 09:26:09	Complete	Successful	View
24381	System Batch	1230	CW Clean Up	xxxxxx	test1			To Be Submitted		View
19344	Report	1257	Catalog Load process		test1	03-29-2006 12:49:48	03-29-2006 12:49:58	Complete	Successful	View
11221	System Batch	21	Disbursement Printing	xxxxxxxx	test1			To Be Submitted		View

First Prev Next Last

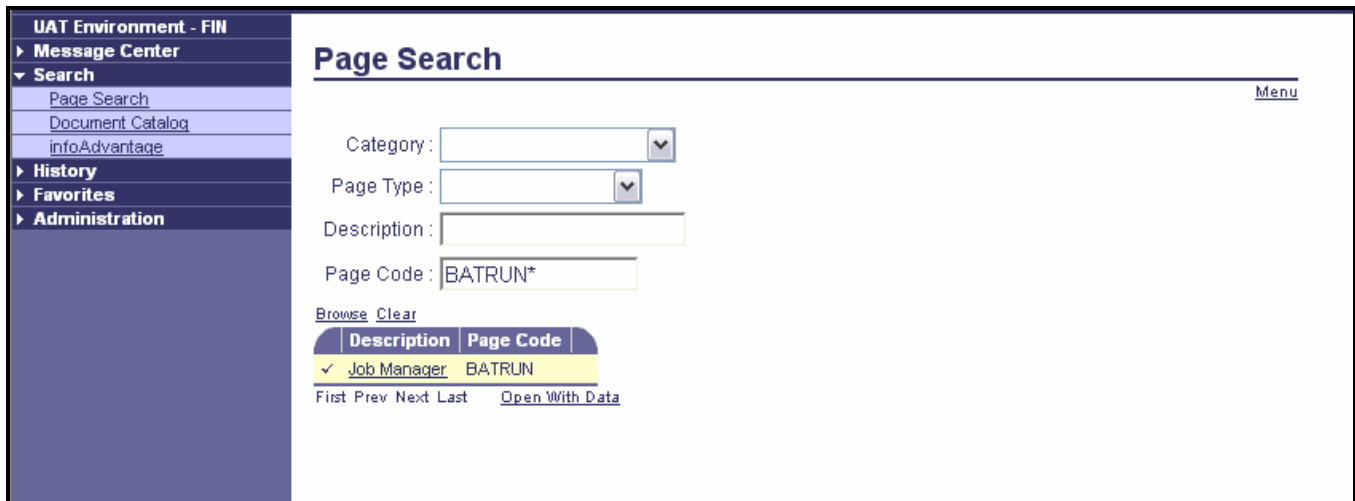
In production, you will only be able to see the jobs run with your User ID. If a job is currently running, you can click Browse to refresh the screen and update the Return Code.

- Identify the job you just ran.
- Scroll right and click the **View Jobs** link.
- Confirm the **Return Code** is Successful. If not, review the log to see why the job failed.
- Click **Home**.

Exercise 5 — Run the CW Intercept Document Generation Chain Job

Procedures

1. From the eMARS Home page, click **Search** in the secondary navigation panel.
2. Click **Page Search**.
3. In the Page Code field type **BATRUN**.
4. Click **Browse**.



The screenshot shows the eMARS 'Page Search' interface. On the left is a navigation menu with the following items: UAT Environment - FIN, Message Center, Search (expanded), Page Search (selected), Document Catalog, infoAdvantage, History, Favorites, and Administration. The main content area is titled 'Page Search' and includes a 'Menu' link in the top right. Below the title are search filters: 'Category' (dropdown), 'Page Type' (dropdown), 'Description' (text input), and 'Page Code' (text input containing 'BATRUN*'). Below these filters are 'Browse' and 'Clear' links. A table with two columns, 'Description' and 'Page Code', displays one result: 'Job Manager' with 'BATRUN'. At the bottom of the table are pagination links: 'First', 'Prev', 'Next', 'Last', and 'Open With Data'.

5. Click the **Job Manager** link.
6. Click the **Maximize** button in the upper right corner.
7. Click **Financial** in the secondary navigation panel.
8. Click **Check Writer**.
9. Click **Chain Jobs**.
10. Click **CW Intercept Document Generation Chain**.

Batch Catalog

- Financial
 - Accounts Receivable
 - Accounts Payable
 - Cost Accounting
 - Matching Manager
 - Procurement
 - Utilities
 - Fixed Asset
 - Investment
 - Posting
 - Vendor Self-Service
 - General Accounting
 - Systems Assurance
 - Budget
 - Inventory
 - Interface Control
 - Conversion Processes
- Check Writer
 - Batch Jobs - CW
 - Chain Jobs
 - CW Table Load
 - CW Pre-Edit
 - CW Accounting Docu
 - CW Intercept Docume
 - CW 1099 Posting
 - CW Check Printing G
 - CW ACH File Genera
 - CW Archive
 - Reports - CW
 - Admin Utilities
 - eMARS http Jobs
 - Administration

Job Chain for CW Intercept Document Generation

Menu

	Catalog Label	Item Type	Sequence Number	Acceptable Job Return Code	Disable Job
	✓ Intercept Document XML Generation	System Batch	1	Successful	<input type="checkbox"/>
	Upload	System Batch	2	Warning	<input type="checkbox"/>
	Submit	System Batch	3	Successful	<input type="checkbox"/>

[Save](#) [Undo](#) [First](#) [Prev](#) [Next](#) [Last](#)
[Schedule New Chain Job](#) [View Job Summary](#)

11. Click **Schedule New Chain Job**.

New Job

Menu

[Save](#) [Undo](#)

Job ID :

Job Name :

App Server Id : >

Scheduled Time :

Number of Runs :

Run After Completing Job : >

Job :

Run Option : ▼

App Server Name :

Don't Schedule After :

Pre Condition Return Code : ▼

[Top](#)
[Setup Parameters](#) [Submit Request](#)

12. Enter the following information:

Field	Value
Job Name	See student card

13. The job name is comprised of the Department, Unit, and File ID specified in the Check Writer file.
For example: **785 UNIT W000006074002**.

14. Click **Save**.

New Job

Menu

[Save](#) [Undo](#)

Job ID :
Job :

Job Name :
Run Option :

App Server Id :
App Server Name :

Scheduled Time :
Don't Schedule After :

Number of Runs :
Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

15. Click **Setup Parameters**.

Job List

Menu

Job ID	Job	Item Type	Scheduled Time
✓ 35244	Intercept Document XML Generation	System Batch	02-10-2006 00:57
35245	Upload	System Batch	02-10-2006 00:57
35246	Submit	System Batch	02-10-2006 00:57

[First](#) [Prev](#) [Next](#) [Last](#)
[Edit Job Parameters](#)

16. Click **Edit Job Parameters**.

Job Parameters for Intercept Document XML Generation

[Menu](#)

Parameter Description	Parameter Value
<input checked="" type="checkbox"/> File location where CWDDocument_<CH	<input type="text" value="\$\$AMSROOT\$\$/ExportIm"/>
File location of parameter files.	<input type="text" value="\$\$AMSROOT\$\$/Parms"/>
Apply override on document import.	<input type="text" value="true"/>
Commit Block Size	<input type="text"/>
Department Code of CW File ID(s)	<input type="text"/>
CW File ID(s) to be processed. Multiple	<input type="text"/>
Unit Code of CW File ID(s)	<input type="text"/>
CW Intercept Transfer Document	<input type="text" value="CWI"/>
CW Intercept Transfer Document	<input type="text" value="758"/>
CW Intercept Transfer Document	<input type="text" value="CWI"/>

[Save](#) [Undo](#) [First](#) [Prev](#) [Next](#) [Last](#)

17. Enter the following information:

Field	Value
Department Code of CW File ID(s)	See student card
CW File ID(s) to be processed	See student card
Unit Code of CW File ID(s)	See student card

18. Click **Save**.

19. Click **OK**.

Job List

[Menu](#)


Job ID	Job	Item Type	Scheduled Time
✓ 35244	Intercept Document XML Generation	System Batch	02-10-2006 00:57
35245	Upload	System Batch	02-10-2006 00:57
35246	Submit	System Batch	02-10-2006 00:57

First Prev Next Last
[Edit Job Parameters](#)

20. Click **OK**.

New Job

[Menu](#)

[Save](#)
[Undo](#)


Job ID :
 Job :

Job Name :
 Run Option :

App Server Id :
 App Server Name :

Scheduled Time :
 Don't Schedule After :

Number of Runs :
 Pre Condition Return Code :

Run After Completing Job :

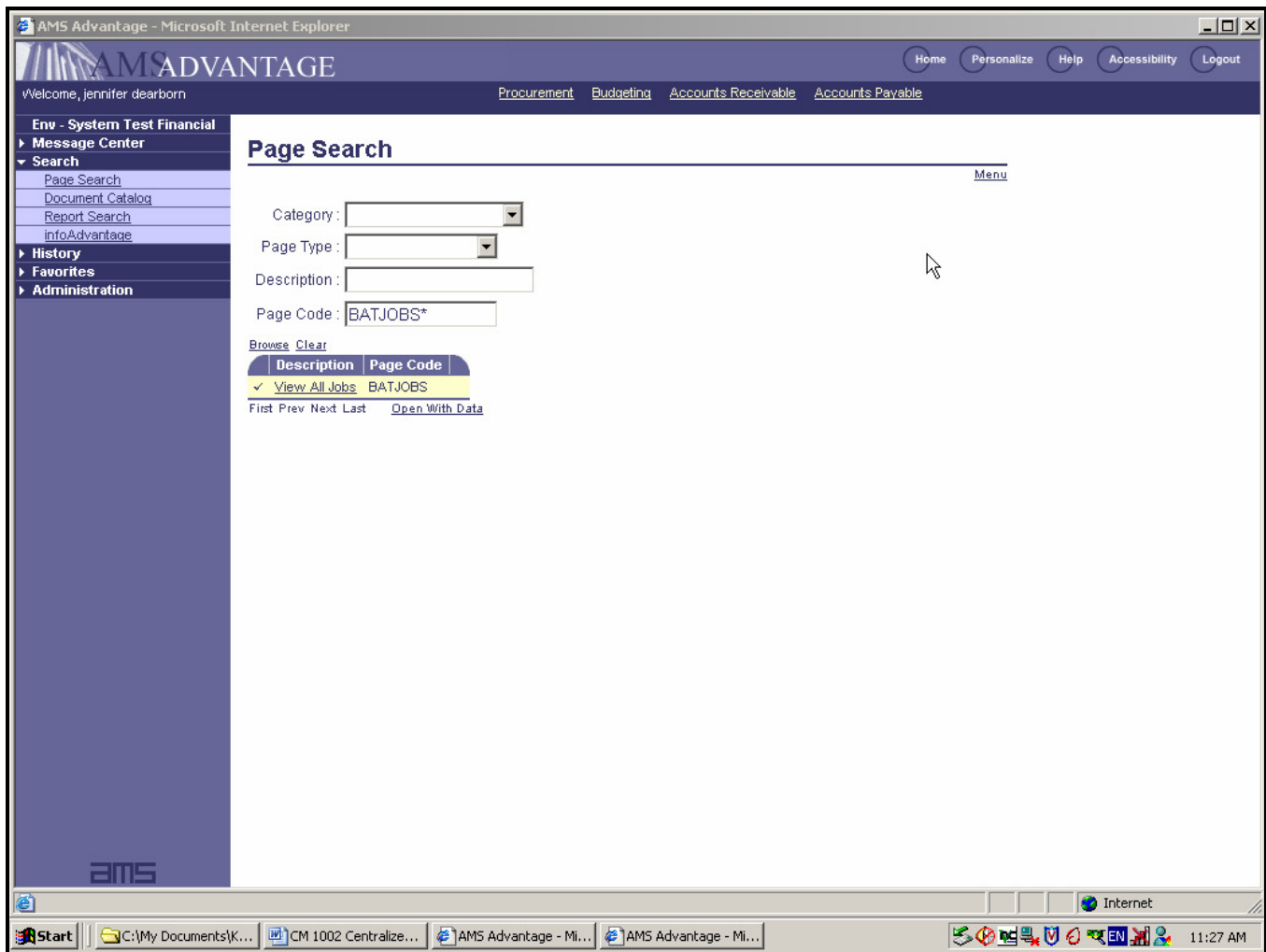
[Top](#)
[Setup Parameters](#)
[Submit Request](#)

21. Click **Submit Request**.

22. Click **Close**.

Review the Job Inquiry (BATJOBS) Page

1. Click **Page Search**.
2. In the Page Code field type **BATJOBS**.
3. Click **Browse**.



AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, jennifer dearborn

Procurement Budgeting Accounts Receivable Accounts Payable

Env - System Test Financial

Message Center

Search

Page Search

Document Catalog

Report Search

infoAdvantage

History

Favorites

Administration

Page Search

Menu

Category:

Page Type:

Description:

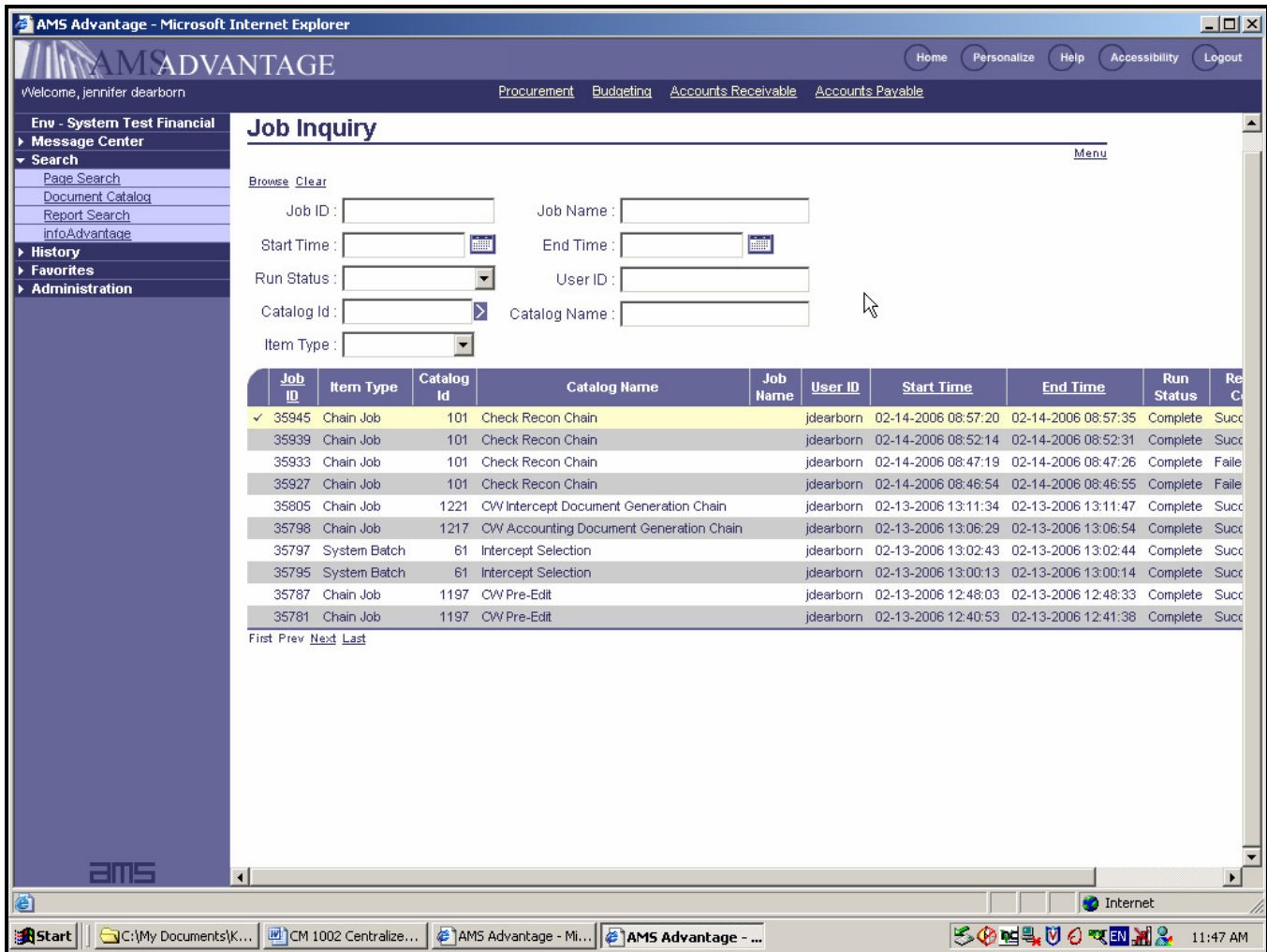
Page Code:

Browse Clear

Description	Page Code
✓ View All Jobs	BATJOBS

First Prev Next Last Open With Data

4. Click the **View All Jobs** link.



AMS Advantage - Microsoft Internet Explorer

Welcome, jennifer.dearborn

Procurement Budgeting Accounts Receivable Accounts Payable

Job Inquiry

Browse Clear

Job ID: Job Name:

Start Time: End Time:

Run Status: User ID:

Catalog Id: Catalog Name:

Item Type:

Job ID	Item Type	Catalog Id	Catalog Name	Job Name	User ID	Start Time	End Time	Run Status	Return Code
✓ 35945	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:57:20	02-14-2006 08:57:35	Complete	Success
35939	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:52:14	02-14-2006 08:52:31	Complete	Success
35933	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:47:19	02-14-2006 08:47:26	Complete	Failure
35927	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:46:54	02-14-2006 08:46:55	Complete	Failure
35805	Chain Job	1221	CW Intercept Document Generation Chain		jdearborn	02-13-2006 13:11:34	02-13-2006 13:11:47	Complete	Success
35798	Chain Job	1217	CW Accounting Document Generation Chain		jdearborn	02-13-2006 13:06:29	02-13-2006 13:06:54	Complete	Success
35797	System Batch	61	Intercept Selection		jdearborn	02-13-2006 13:02:43	02-13-2006 13:02:44	Complete	Success
35795	System Batch	61	Intercept Selection		jdearborn	02-13-2006 13:00:13	02-13-2006 13:00:14	Complete	Success
35787	Chain Job	1197	CW Pre-Edit		jdearborn	02-13-2006 12:48:03	02-13-2006 12:48:33	Complete	Success
35781	Chain Job	1197	CW Pre-Edit		jdearborn	02-13-2006 12:40:53	02-13-2006 12:41:38	Complete	Success

First Prev Next Last

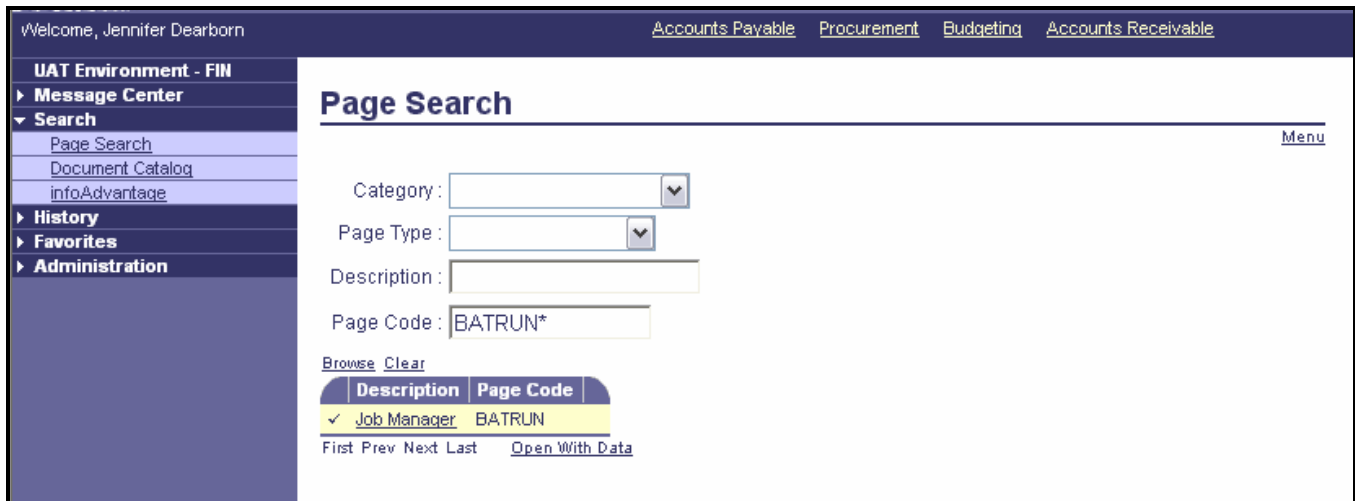
In production, you will only be able to see the jobs run with your User ID. If a job is currently running, you can click Browse to refresh the screen and update the Return Code.

5. Identify the job you just ran.
6. Scroll right and click the **View Jobs** link.
7. Confirm the **Return Code** is Successful. If not, review the log to see why the job failed.
8. Click **Home**.

Exercise 6 — Run the CW Check/EFT Generation Batch Job

Procedures

1. From the eMARS Home page, click **Search** in the secondary navigation panel.
2. Click **Page Search**.
3. In the Page Code field type **BATRUN**.
4. Click **Browse**.



UAT Environment - FIN

Message Center

Search

Page Search

Document Catalog

infoAdvantage

History

Favorites

Administration

Welcome, Jennifer Dearborn

Accounts Payable Procurement Budgeting Accounts Receivable

Page Search

Category:

Page Type:

Description:

Page Code:

[Browse](#) [Clear](#)

Description	Page Code
✓ Job Manager	BATRUN

First Prev Next Last [Open With Data](#)

5. Click the **Job Manager** link.
6. Click the **Maximize** button in the upper right corner.
7. Click **Financial** in the secondary navigation panel.
8. Click **Check Writer**.
9. Click **Batch Jobs - CW**.



http://kyadvuat.state.ky.us - AMS Advantage Job Manager - Microsoft Internet Explorer provide...

AMS ADVANTAGE

Close

Batch Catalog

Financial

Check Writer

Batch Jobs - CW

CW Clean Up

Chain Jobs

10. Click **CW Check/EFT Generation**.

AMS Advantage Job Manager - Microsoft Internet Explorer

AMSADVANTAGE

Batch Catalog

- Financial
 - Accounts Receivable
 - Accounts Payable
 - Cost Accounting
 - Matching Manager
 - Procurement
 - Utilities
 - Fixed Asset
 - Investment
 - Posting
 - Vendor Self-Service
 - General Accounting
 - Systems Assurance
 - Budget
 - Inventory
 - Interface Control
 - Conversion Processes
- Check Writer
 - Batch Jobs - CW
 - CW Check/EFT Gene
 - CW State Esccheat
 - CW Clean Up
 - CW Restore
 - Chain Jobs
 - Reports - CW
 - Admin Utilities

Job Summary for CW Check/EFT Generation

Menu

Browse Clear

Job ID : Job Name :

Start Time : End Time :

Status :

Job ID	User ID	Job Name	Start Time	End Time	Return Code
First Prev Next Last					

Schedule New Job View Pending Jobs Restart Job

11. Click **Schedule New Job**.

New Job

Menu

Save Undo

Job ID : Job :

Job Name : Run Option : Run Immediate

App Server Id : App Server Name :

*Scheduled Date/Time : 02-10-2006 01:03 Don't Schedule After : 02-10-2006 01:03

Number of Runs : Pre Condition Return Code :

Run After Completing Job :

Top

Setup Parameters Submit Request

12. Enter the following information:

Field	Value
Job Name	See student card

13. The job name is comprised of the Department, Unit, and File ID specified in the Check Writer file.
For example: **785 UNIT W000006074002**.

14. Click **Save**.

New Job

[Menu](#)

[Save](#) [Undo](#)

Job ID : 35247
Job : CW Check/EFT Generatio

Job Name :
Run Option : Run Immediate

App Server Id :
App Server Name :

*Scheduled Date/Time : 02-10-2006 01:03
Don't Schedule After : 02-10-2006 01:03

Number of Runs :
Pre Condition Return Code :

Run After Completing Job :

[Top](#)

[Setup Parameters](#) [Submit Request](#)

15. Click **Setup Parameters**.

Job Parameters for CW Check/EFT Generation

[Menu](#)

Parameter Description	Parameter Value
✓ Department Code	
Check Writer File IDs (Leave Blank for	
Unit Code	

[Save](#) [Undo](#) First Prev Next Last

OK Cancel

16. Enter the following information:


Field	Value
Department Code	See student card
Check Writer File ID(s)	See student card
Unit Code	See student card




17. Click **Save**.




18. Click **OK**.

New Job

[Menu](#)

[Save](#) [Undo](#) 

Job ID : 35247
Job Name :
App Server Id : 
*Scheduled Date/Time : 02-10-2006 01:03 
Number of Runs :
Run After Completing Job : 

Job : CW Check/EFT Generatio
Run Option : Run Immediate 
App Server Name :
Don't Schedule After : 02-10-2006 01:03 
Pre Condition Return Code : 

[Top](#)
[Setup Parameters](#) [Submit Request](#)

19. Click **Submit Request**.

20. Click **Close**.

Review the Job Inquiry (BATJOBS) Page

- Click **Page Search**.
- In the Page Code field type **BATJOBS**.
- Click **Browse**.

UAT Environment - FIN
Message Center
Search
[Page Search](#)
[Document Catalog](#)
[infoAdvantage](#)
History
Favorites
Administration

Page Search

Category :
Page Type :
Description :
Page Code :

[Browse](#) [Clear](#)

Description	Page Code
✓ View All Jobs	BATJOBS

[First](#) [Prev](#) [Next](#) [Last](#) [Open With Data](#)

4. Click the **View All Jobs** link.

Job Inquiry

[Menu](#)

[Browse](#) [Clear](#)

Job ID :

Job Name :

Start Time :

End Time :

Run Status :

User ID :

Catalog Id :

Catalog Name :

Item Type :

Job ID	Item Type	Catalog Id	Catalog Name	Job Name	User ID	Start Time	End Time	Run Status	Return Code	
✓ 24423	Chain Job	1197	CW Pre-Edit		test1	04-18-2006 10:26:59	04-18-2006 10:27:40	Complete	Successful	View
24400	Chain Job	1194	CW Table Load		test1	04-18-2006 10:25:29	04-18-2006 10:25:40	Complete	Successful	View
24392	Chain Job	1197	CW Pre-Edit		test1	04-18-2006 09:44:39	04-18-2006 09:45:02	Complete	Failed	View
24388	Chain Job	1194	CW Table Load		test1	04-18-2006 09:32:49	04-18-2006 09:32:50	Complete	Non Fatal Error	View
24385	Chain Job	1194	CW Table Load		test1	04-18-2006 09:32:09	04-18-2006 09:32:11	Complete	Failed	View
24384	System Batch	1230	CW Clean Up		test1	04-18-2006 09:26:08	04-18-2006 09:26:09	Complete	Successful	View
24381	System Batch	1230	CW Clean Up	xxxxxx	test1			To Be Submitted		View
19344	Report	1257	Catalog Load process		test1	03-29-2006 12:49:48	03-29-2006 12:49:58	Complete	Successful	View
11221	System Batch	21	Disbursement Printing	xxxxxxxx	test1			To Be Submitted		View

[First](#) [Prev](#) [Next](#) [Last](#)

In production, you will only be able to see the jobs run with your User ID. If a job is currently running, you can click Browse to refresh the screen and update the Return Code.

- Identify the job you just ran.
- Scroll right and click the **View Log** link.
- Confirm the **Return Code** is Successful. If not, review the log to see why the job failed.
- Click **Home**.

Review the Check Reconciliation (CHREC) Table

1. Click **Page Search**.
2. In the Page Code field type **CHREC**.
3. Click **Browse**.

UAT Environment - FIN
 ▶ Message Center
 ▼ Search
 Page Search
 Document Catalog
 infoAdvantage
 ▶ History
 ▶ Favorites
 ▶ Administration

Page Search

Category :

Page Type :

Description :

Page Code :

[Browse](#) [Clear](#)

Description	Page Code
✓ Check Reconciliation	CHREC

[First](#)
[Prev](#)
[Next](#)
[Last](#)
[Open With Data](#)

4. Click the **Check Reconciliation** link.

AMS ADVANTAGE
 Welcome, jennifer.dearborn
 Procurement Budgeting Accounts Receivable Accounts Payable

Home Personalize Help Accessibility Logout

Env - System Test Financial
 ▶ Message Center
 ▼ Search
 Page Search
 Document Catalog
 Report Search
 infoAdvantage
 ▶ History
 ▶ Favorites
 ▶ Administration

Check Reconciliation

[Menu](#) [Quick Search](#)

Bank Account	Check / EFT	Amount	Record Date	Issue Date	Status	Document
✓ B1	000000000321965	\$772.00	12/06/2005	12/06/2005	Escheat	CW.079.CW123456789123123445.1
B1	000000000321966	\$15,172.74	12/06/2005	12/06/2005	Escheat	CW.079.CW123456789123123445.1
B1	000000000321967	\$9,334.74	12/06/2005	12/06/2005	Escheat	CW.079.CW123456789123123445.1
B1	000000000321969	\$130.00	12/06/2005	12/06/2005	Escheat	CW.079.CW123456789123123445.1
B1	000000000321970	\$715.97	12/06/2005	12/06/2005	Escheat	CW.079.CW123456789123123445.1
B1	000000000321971	\$917.00	12/06/2005	12/06/2005	Escheat	CW.079.CW123456789123123445.1
B1	000000000321972	\$2,640.00	12/06/2005	12/06/2005	Escheat	CW.079.CW123456789123123445.1
B1	000000000321974	\$1,558.56	12/06/2005	12/06/2005	Escheat	CW.079.CW123456789123123445.1
B1	000000000321975	\$11,600.00	12/06/2005	12/06/2005	Escheat	CW.079.CW123456789123123445.1
B1	000000000321976	\$869.33	12/06/2005	12/06/2005	Escheat	CW.079.CW123456789123123445.1

[First](#)
[Prev](#)
[Next](#)
[Last](#)

[Copy](#) [Search](#)

Bank Account : Doc Code :

Check / EFT : Doc Dept :

Amount : Doc ID :

Record Date :

Issue Date :

Last Action :

Status :

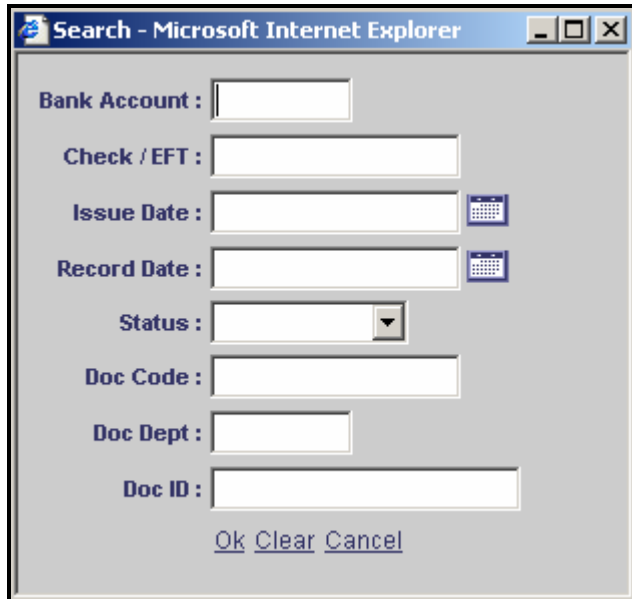
Cancellation Reason :

Cleared Date :

Comments :

[Check Status Update](#) [Check Writer Payment](#)
[Check Exception](#) [Disbursement Detail Query](#)

5. Click **Search**.

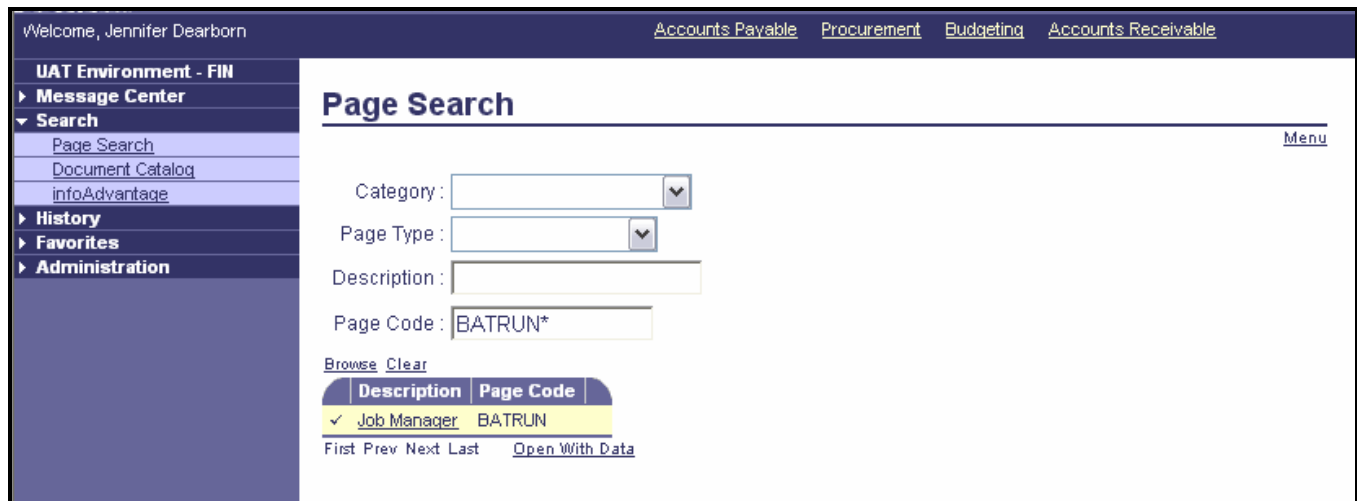
A screenshot of a web browser window titled "Search - Microsoft Internet Explorer". The window contains a search form with the following fields: "Bank Account" (text input), "Check / EFT" (text input), "Issue Date" (text input with a calendar icon), "Record Date" (text input with a calendar icon), "Status" (dropdown menu), "Doc Code" (text input), "Doc Dept" (text input), and "Doc ID" (text input). At the bottom of the form are three buttons: "Ok", "Clear", and "Cancel".

6. Enter the Check Writer File ID from your student card without .xml in the Doc ID field.
7. Click **Ok**.
8. Review the Check/EFT fields.
9. Click **Home**.

Exercise 7 — Run the CW Check Printing Generation and Conversion Chain Job

Procedures

1. From the eMARS Home page, click **Search** in the secondary navigation panel.
2. Click **Page Search**.
3. In the Page Code field type **BATRUN**.
4. Click **Browse**.



The screenshot shows the eMARS web application interface. At the top, there is a navigation bar with links for [Accounts Payable](#), [Procurement](#), [Budgeting](#), and [Accounts Receivable](#). Below this, a sidebar on the left contains a menu with options like **UAT Environment - FIN**, **Message Center**, **Search** (which is expanded to show [Page Search](#), [Document Catalog](#), and [infoAdvantage](#)), **History**, **Favorites**, and **Administration**. The main content area is titled **Page Search** and includes a [Menu](#) link in the top right. It features several input fields: **Category** (a dropdown menu), **Page Type** (a dropdown menu), **Description** (a text box), and **Page Code** (a text box containing **BATRUN***). Below these fields are [Browse](#) and [Clear](#) buttons. A table with two columns, **Description** and **Page Code**, displays a single row: **Job Manager** and **BATRUN**. At the bottom of the table, there are navigation links: [First](#), [Prev](#), [Next](#), [Last](#), and [Open With Data](#).

5. Click the **Job Manager** link.
6. Click the **Maximize** button in the upper right corner.
7. Click **Financial** in the secondary navigation panel.
8. Click **Check Writer**.
9. Click **Chain Jobs**.
10. Click **CW Check Printing Generation and Conversion**.

AMS Advantage Job Manager - Microsoft Internet Explorer

AMS ADVANTAGE

Close

Batch Catalog

- Financial
 - Accounts Receivable
 - Accounts Payable
 - Cost Accounting
 - Matching Manager
 - Procurement
 - Utilities
 - Fixed Asset
 - Investment
 - Posting
 - Vendor Self-Service
 - General Accounting
 - Systems Assurance
 - Budget
 - Inventory
 - Interface Control
 - Conversion Processes
- Check Writer
 - Batch Jobs - CW
 - CW Check/EFT Gene
 - CW State Escheat
 - CW Clean Up
 - CW Restore
 - Chain Jobs
 - H Check Writer Table L
 - H CW Pre-Edit
 - H CW Accounting Docu
 - H CW Intercept Docume
 - H 1099 Journal Posting
 - H CW Check Printing G
 - H CW ACH File Generat
 - H CW Archive
 - Reports - CW
 - Admin Utilities

Job Chain for CW Check Printing Generation and Conversion

Menu

Catalog Label	Item Type	Sequence Number	Acceptable Job Return Code	Disable Job
✓ Check Printing Generation	Report	1	Successful	<input type="checkbox"/>
Check Printing Conversion	System Batch	2	Warning	<input type="checkbox"/>

Save Undo First Prev Next Last
[Schedule New Chain Job](#) [View Job Summary](#)

Internet 11:08 PM

11. Click **Schedule New Chain Job**.

New Job

Menu

Save Undo

Job ID : Job :

Job Name : Run Option :

App Server Id : App Server Name :

Scheduled Time : Don't Schedule After :

Number of Runs : Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

12. Enter the following information:

Field	Value
Job Name	See student card

13. The job name is comprised of the Department, Unit, and File ID specified in the Check Writer file.
For example: **785 UNIT W000006074002**.

14. Click **Save**.

New Job

Menu

[Save](#) [Undo](#)

Job ID : 35227
Job : CW Pre-Edit

Job Name :
Run Option : Run Immediate

App Server Id :
App Server Name :

Scheduled Time : 02-10-2006 00:36
Don't Schedule After : 02-10-2006 00:36

Number of Runs :
Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

15. Click **Setup Parameters**.

Job List

Menu

Job ID	Job	Item Type	Scheduled Time
✓ 35249	Check Printing Generation	Report	02-10-2006 01:08
35250	Check Printing Conversion	System Batch	02-10-2006 01:08

[First](#) [Prev](#) [Next](#) [Last](#)
[Edit Job Parameters](#)

OK

Cancel

16. Click **Edit Job Parameters**.

Job Parameters for Check Printing Generation

[Menu](#)

Parameter Description	Parameter Value
<input checked="" type="checkbox"/> Check/RA XML File Directory Name	<input type="text" value="\$\$AMSEXPORT\$\$"/>
Parameter File Location	<input type="text" value="\$\$AMSPARM\$\$"/>
CW Check XML File Prefix	<input type="text" value="Check"/>
Check Printing Status. Valid values	<input type="text" value="2"/>
Client Name	<input type="text" value="Kentucky"/>
Check Writer File ID	<input type="text"/>
Department Code	<input type="text"/>
CW RA XML File Prefix	<input type="text" value="RA"/>
Unit Code	<input type="text"/>

[Save](#) [Undo](#) First Prev Next Last

17. Enter the following information:

Field	Value
Check Writer File ID	See student card
Department Code	See student card
Unit Code	See student card

18. Click **Save**.

19. Click **OK**.

Job List

[Menu](#)


Job ID	Job	Item Type	Scheduled Time
✓ 35249	Check Printing Generation	Report	02-10-2006 01:08
35250	Check Printing Conversion	System Batch	02-10-2006 01:08

First Prev Next Last
[Edit Job Parameters](#)

20. Click **OK**.

New Job

[Menu](#)

[Save](#)
[Undo](#)


Job ID :
 Job :

Job Name :
 Run Option :

App Server Id :
 App Server Name :

Scheduled Time :
 Don't Schedule After :

Number of Runs :
 Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#)
[Submit Request](#)

21. Click **Submit Request**.

22. Click **Close**.

Review the Job Inquiry (BATJOBS) Page

1. Click **Page Search**.
2. In the Page Code field type **BATJOBS**.
3. Click **Browse**.

AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, jennifer dearborn

Procurement Budgeting Accounts Receivable Accounts Payable

Env - System Test Financial

Message Center

Search

Page Search

Document Catalog

Report Search

infoAdvantage

History

Favorites

Administration

Page Search

Category:

Page Type:

Description:

Page Code:

Browse Clear

Description	Page Code
✓ View All Jobs	BATJOBS

First Prev Next Last [Open With Data](#)

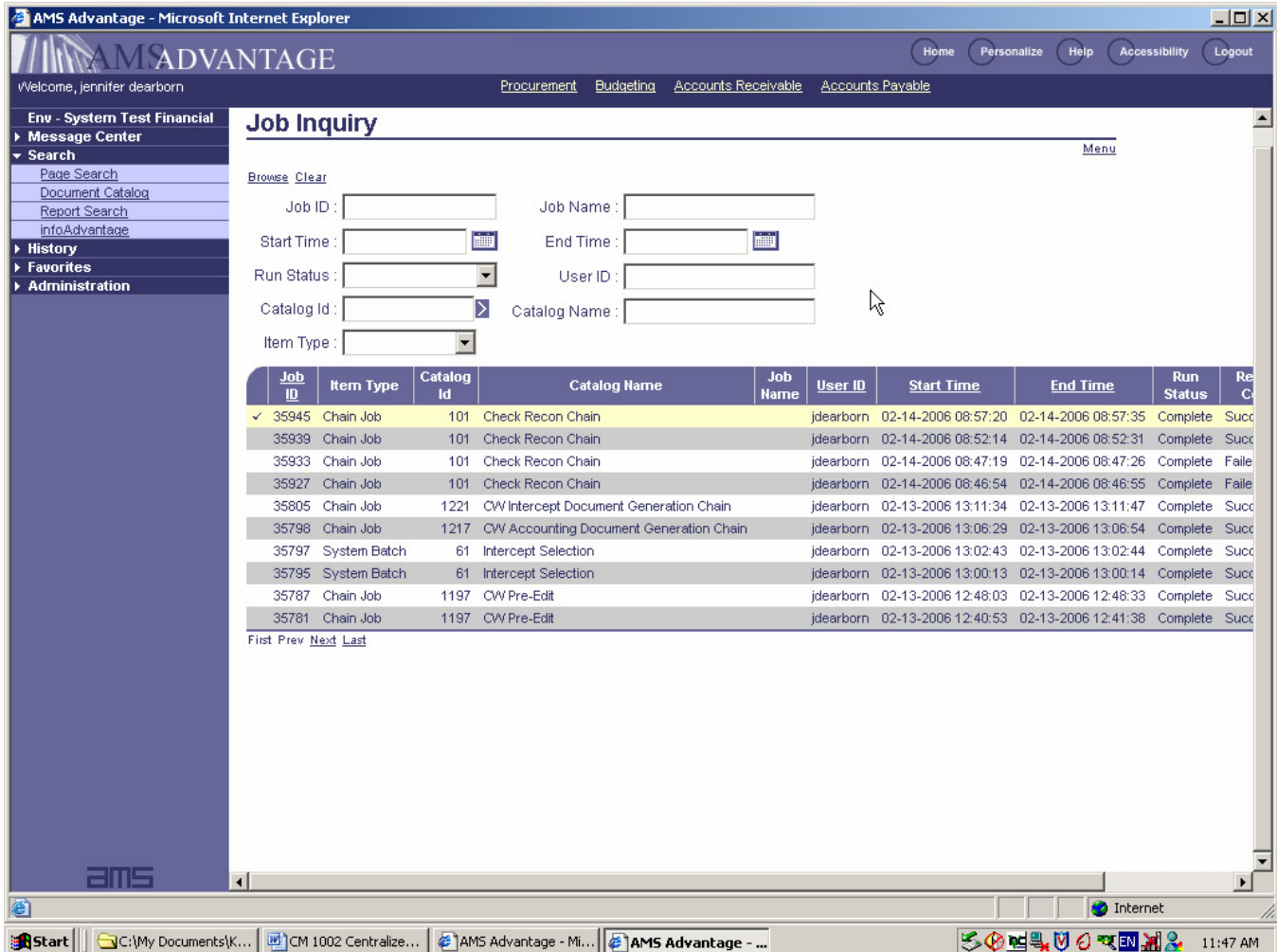
AMS

Internet

Start C:\My Documents\K... CM 1002 Centralize... AMS Advantage - Mi... AMS Advantage - Mi...

11:27 AM

4. Click the **View All Jobs** link.



AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, jennifer dearnborn

[Procurement](#) [Budgeting](#) [Accounts Receivable](#) [Accounts Payable](#)

[Home](#) [Personalize](#) [Help](#) [Accessibility](#) [Logout](#)

Env - System Test Financial

Message Center

Search

[Page Search](#)

[Document Catalog](#)

[Report Search](#)

[InfoAdvantage](#)

History

Favorites

Administration

Job Inquiry

[Browse](#) [Clear](#)

Job ID : Job Name :

Start Time : End Time :

Run Status : User ID :

Catalog Id : Catalog Name :

Item Type :

Job ID	Item Type	Catalog Id	Catalog Name	Job Name	User ID	Start Time	End Time	Run Status	Return Code
✓ 35945	Chain Job	101	Check Recon Chain		jdearnborn	02-14-2006 08:57:20	02-14-2006 08:57:35	Complete	Success
35939	Chain Job	101	Check Recon Chain		jdearnborn	02-14-2006 08:52:14	02-14-2006 08:52:31	Complete	Success
35933	Chain Job	101	Check Recon Chain		jdearnborn	02-14-2006 08:47:19	02-14-2006 08:47:26	Complete	Failure
35927	Chain Job	101	Check Recon Chain		jdearnborn	02-14-2006 08:46:54	02-14-2006 08:46:55	Complete	Failure
35805	Chain Job	1221	CW Intercept Document Generation Chain		jdearnborn	02-13-2006 13:11:34	02-13-2006 13:11:47	Complete	Success
35798	Chain Job	1217	CW Accounting Document Generation Chain		jdearnborn	02-13-2006 13:06:29	02-13-2006 13:06:54	Complete	Success
35797	System Batch	61	Intercept Selection		jdearnborn	02-13-2006 13:02:43	02-13-2006 13:02:44	Complete	Success
35795	System Batch	61	Intercept Selection		jdearnborn	02-13-2006 13:00:13	02-13-2006 13:00:14	Complete	Success
35787	Chain Job	1197	CW Pre-Edit		jdearnborn	02-13-2006 12:48:03	02-13-2006 12:48:33	Complete	Success
35781	Chain Job	1197	CW Pre-Edit		jdearnborn	02-13-2006 12:40:53	02-13-2006 12:41:38	Complete	Success

First Prev [Next](#) [Last](#)

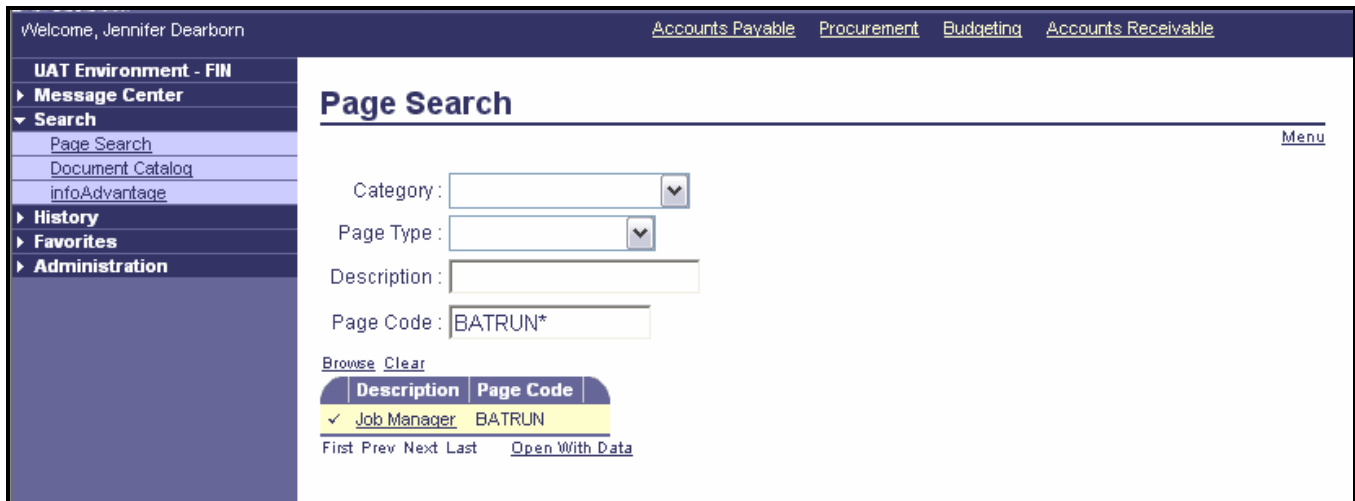
In production, you will only be able to see the jobs run with your User ID. If a job is currently running, you can click Browse to refresh the screen and update the Return Code.

- Identify the job you just ran.
- Scroll right and click the **View Jobs** link.
- Confirm the **Return Code** is Successful. If not, review the log to see why the job failed.
- Click **Home**.

Exercise 8 — Run the CW ACH File Generation Chain Job

Procedures

1. From the eMARS Home page, click **Search** in the secondary navigation panel.
2. Click **Page Search**.
3. In the Page Code field type **BATRUN**.
4. Click **Browse**.



The screenshot shows the eMARS application interface. At the top, there is a navigation bar with links for [Accounts Payable](#), [Procurement](#), [Budgeting](#), and [Accounts Receivable](#). Below this, a sidebar on the left contains a menu with items like **UAT Environment - FIN**, **Message Center**, **Search** (expanded), **History**, **Favorites**, and **Administration**. The **Search** menu is open, showing sub-items: **Page Search**, **Document Catalog**, and **infoAdvantage**. The main content area is titled **Page Search** and contains a search form with the following fields: **Category** (dropdown), **Page Type** (dropdown), **Description** (text input), and **Page Code** (text input containing **BATRUN***). Below the form are **Browse** and **Clear** buttons. A table below the buttons shows search results with columns **Description** and **Page Code**. The first result is **Job Manager** with **BATRUN** in the **Page Code** column. At the bottom of the table are pagination links: **First**, **Prev**, **Next**, **Last**, and **Open With Data**.

5. Click the **Job Manager** link.
6. Click the **Maximize** button in the upper right corner.
7. Click **Financial** in the secondary navigation panel.
8. Click **Check Writer**.
9. Click **Chain Jobs**.
10. Click **CW ACH File Generation**.

AMS Advantage Job Manager - Microsoft Internet Explorer

AMSADVANTAGE

Close

Batch Catalog

- Financial
 - Accounts Receivable
 - Accounts Payable
 - Cost Accounting
 - Matching Manager
 - Procurement
 - Utilities
 - Fixed Asset
 - Investment
 - Posting
 - Vendor Self-Service
 - General Accounting
 - Systems Assurance
 - Budget
 - Inventory
 - Interface Control
 - Conversion Processes
- Check Writer
 - Batch Jobs - CW
 - CW Check/EFT Gene
 - CW State Esccheat
 - CW Clean Up
 - CW Restore
 - Chain Jobs
 - H Check Writer Table L
 - H CW Pre-Edit
 - H CW Accounting Docu
 - H CW Intercept Docume
 - H 1099 Journal Postin
 - H CW Check Printing G
 - H CW ACH File Generat
 - H CW Archive
 - Reports - CW
 - Admin Utilities

Job Chain for CW ACH File Generation

Menu

Catalog Label	Item Type	Sequence Number	Acceptable Job Return Code	Disable Job
✓ Build XML File	System Batch	1	Successful	<input type="checkbox"/>
Build Flat File	System Batch	2	Warning	<input type="checkbox"/>

[Save](#) [Undo](#) [First](#) [Prev](#) [Next](#) [Last](#)
[Schedule New Chain Job](#) [View Job Summary](#)

ams

Start | C:\My Docume... | CM 1002 Centr... | AMS Advantag... | AMS Advantag... | AMS Advanta... | Internet | 11:13 PM

11. Click **Schedule New Chain Job**.

New Job

Menu

[Save](#) [Undo](#)

Job ID : Job :

Job Name : Run Option :

App Server Id : App Server Name :

Scheduled Time : Don't Schedule After :

Number of Runs : Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

12. Enter the following information:

Field	Value
Job Name	See student card

The job name is comprised of the Department, Unit, and File ID specified in the Check Writer file. For example: **785 UNIT W000006074002**.

13. Click **Save**.

New Job

Menu

[Save](#) [Undo](#)

Job ID :
Job :

Job Name :
Run Option :

App Server Id :
App Server Name :

Scheduled Time :
Don't Schedule After :

Number of Runs :
Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

14. Click **Setup Parameters**.

Job List

Menu

Job ID	Job	Item Type	Scheduled Time
✓ 35252	Build XML File	System Batch	02-10-2006 01:13
35253	Build Flat File	System Batch	02-10-2006 01:13

[First](#) [Prev](#) [Next](#) [Last](#)
[Edit Job Parameters](#)

15. Click **Edit Job Parameters**.

Job Parameters for Build XML File

[Menu](#)

Parameter Description	Parameter Value
✓ ACH File Generation	
ACH XML File Location	\$\$AMSEXPORT\$\$
Parameter File Location	\$\$AMSPARM\$\$
Client Name	Kentucky
Department Code	
Check Writer File ID	
Unit	
ACH XML File Prefix	ACH

[Save](#) [Undo](#) First Prev Next Last

16. Enter the following information:

Field	Value
Department Code	See student card
Check Writer File ID	See student card
Unit	See student card

17. Click **Save**.

18. Click **OK**.

Job List

[Menu](#)

Job ID	Job	Item Type	Scheduled Time
✓ 35252	Build XML File	System Batch	02-10-2006 01:13
35253	Build Flat File	System Batch	02-10-2006 01:13

First Prev Next Last
[Edit Job Parameters](#)

19. Click **OK**.

New Job

[Menu](#)

[Save](#) [Undo](#)

Job ID :
 Job :

Job Name :
 Run Option :

App Server Id :
 App Server Name :

Scheduled Time :
 Don't Schedule After :

Number of Runs :
 Pre Condition Return Code :

Run After Completing Job :

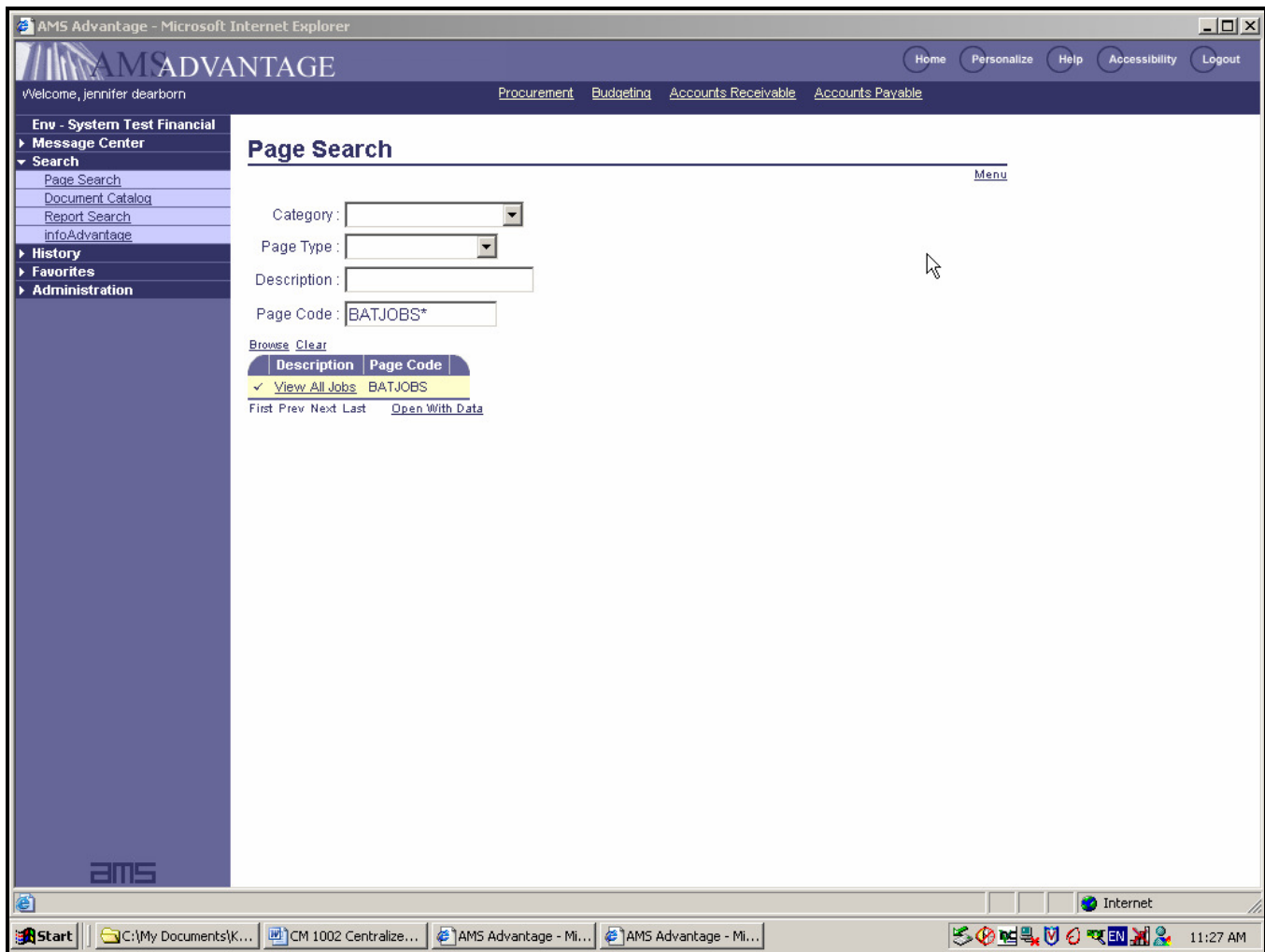
[Top](#)
[Setup Parameters](#) [Submit Request](#)

20. Click **Submit Request**.

21. Click **Close**.

Review the Job Inquiry (BATJOBS) Page

1. Click **Page Search**.
2. In the Page Code field type **BATJOBS**.
3. Click **Browse**.



AMS Advantage - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, jennifer dearborn

Procurement Budgeting Accounts Receivable Accounts Payable

Env - System Test Financial

Message Center

Search

Page Search

Document Catalog

Report Search

infoAdvantage

History

Favorites

Administration

Page Search

Menu

Category:

Page Type:

Description:

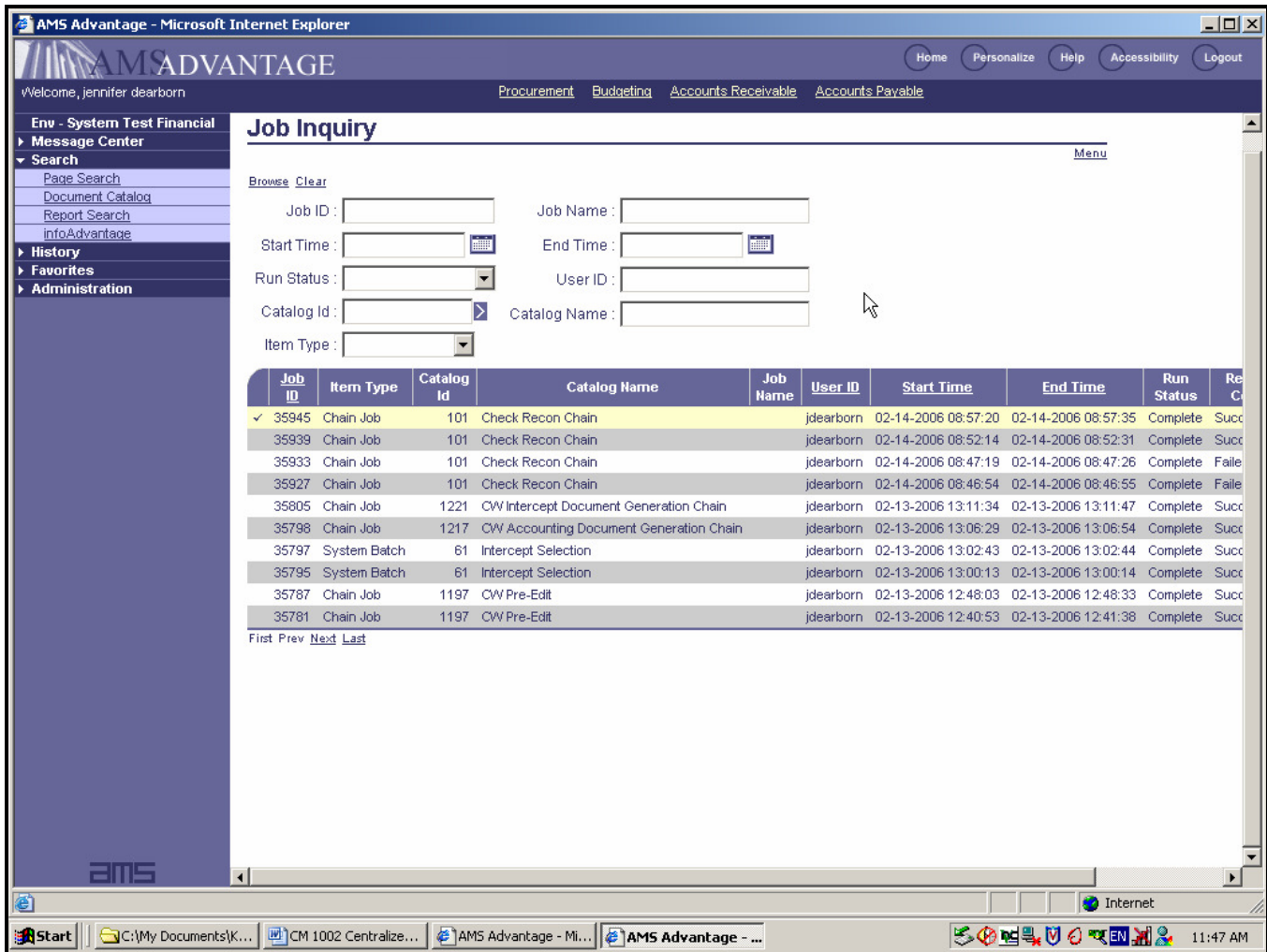
Page Code: BATJOBS*

Browse Clear

Description	Page Code
✓ View All Jobs	BATJOBS

First Prev Next Last Open With Data

4. Click the **View All Jobs** link.



AMS Advantage - Microsoft Internet Explorer

Welcome, jennifer dearborn

Procurement Budgeting Accounts Receivable Accounts Payable

Job Inquiry

Browse Clear

Job ID: Job Name:

Start Time: End Time:

Run Status: User ID:

Catalog Id: Catalog Name:

Item Type:

Job ID	Item Type	Catalog Id	Catalog Name	Job Name	User ID	Start Time	End Time	Run Status	Return Code
✓ 35945	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:57:20	02-14-2006 08:57:35	Complete	Success
35939	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:52:14	02-14-2006 08:52:31	Complete	Success
35933	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:47:19	02-14-2006 08:47:26	Complete	Failure
35927	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:46:54	02-14-2006 08:46:55	Complete	Failure
35805	Chain Job	1221	CW Intercept Document Generation Chain		jdearborn	02-13-2006 13:11:34	02-13-2006 13:11:47	Complete	Success
35798	Chain Job	1217	CW Accounting Document Generation Chain		jdearborn	02-13-2006 13:06:29	02-13-2006 13:06:54	Complete	Success
35797	System Batch	61	Intercept Selection		jdearborn	02-13-2006 13:02:43	02-13-2006 13:02:44	Complete	Success
35795	System Batch	61	Intercept Selection		jdearborn	02-13-2006 13:00:13	02-13-2006 13:00:14	Complete	Success
35787	Chain Job	1197	CW Pre-Edit		jdearborn	02-13-2006 12:48:03	02-13-2006 12:48:33	Complete	Success
35781	Chain Job	1197	CW Pre-Edit		jdearborn	02-13-2006 12:40:53	02-13-2006 12:41:38	Complete	Success

First Prev Next Last

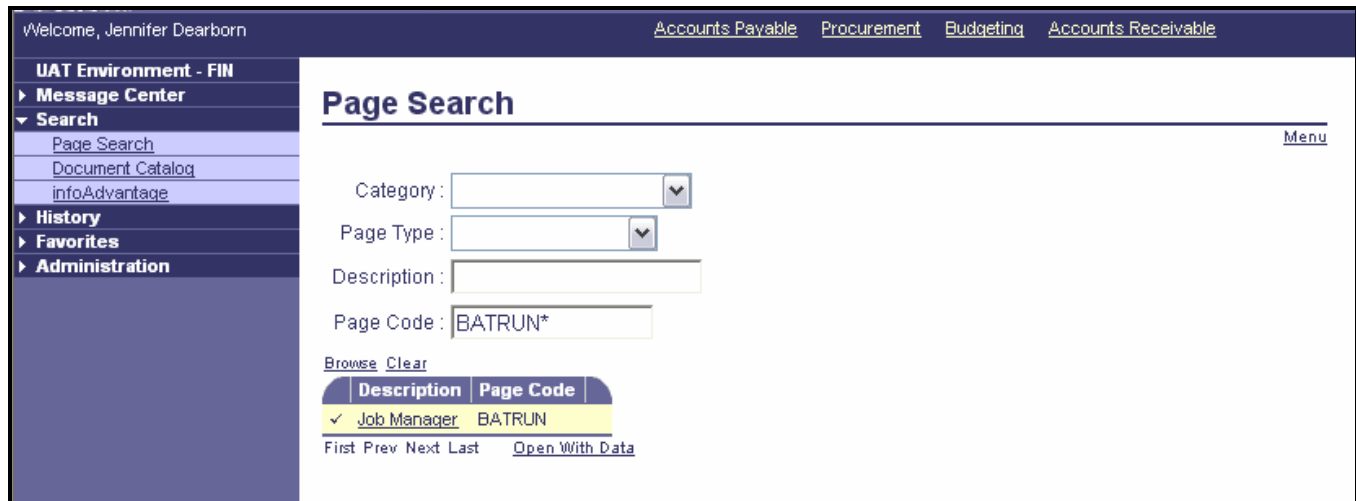
In production, you will only be able to see the jobs run with your User ID. If a job is currently running, you can click Browse to refresh the screen and update the Return Code.

- Identify the job you just ran.
- Scroll right and click the **View Jobs** link.
- Confirm the **Return Code** is Successful. If not, review the log to see why the job failed.
- Click **Home**.

Exercise 9 — Run the 1099 Journal Posting Chain Job

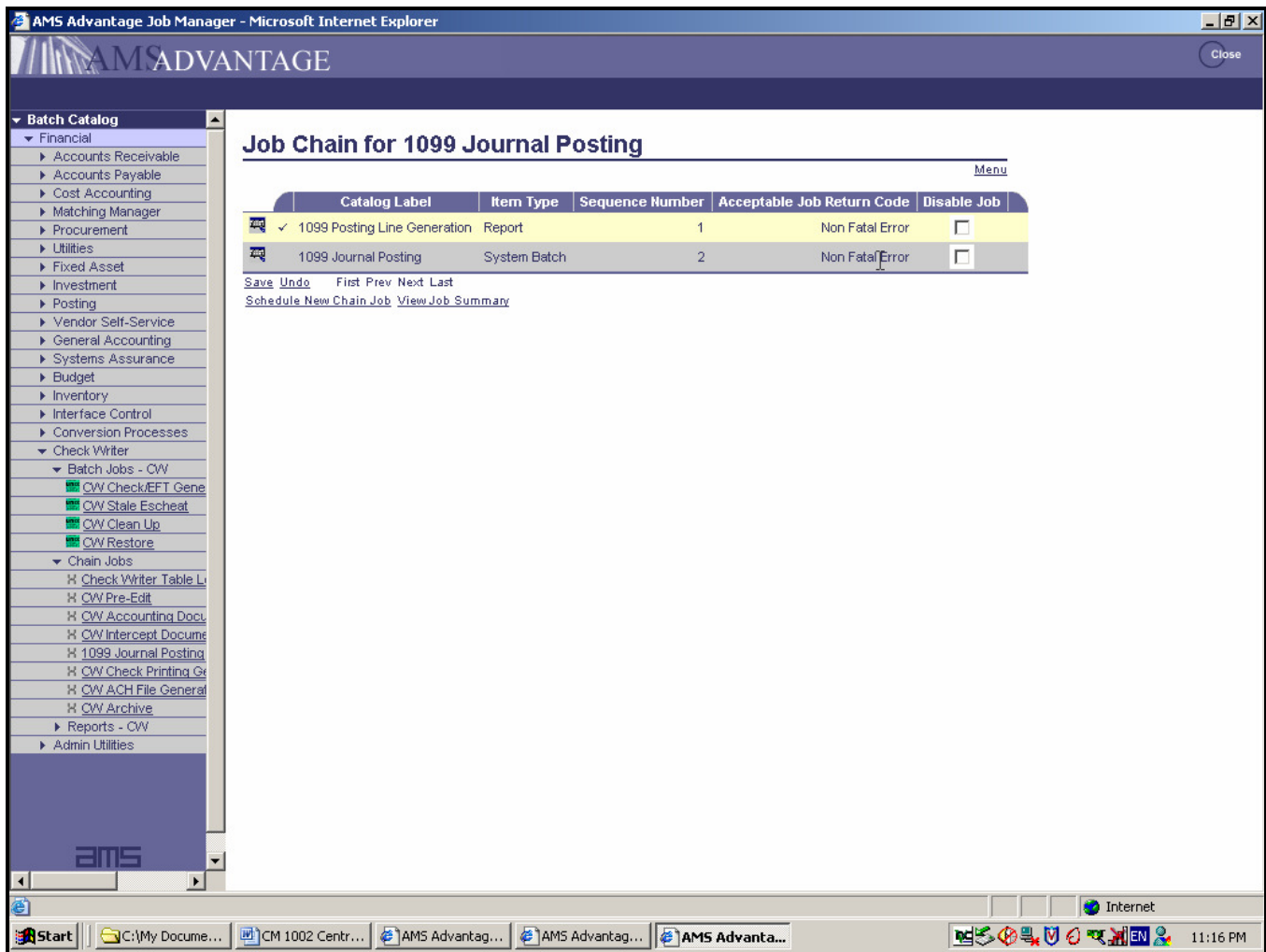
Procedures

1. From the eMARS Home page, click **Search** in the secondary navigation panel.
2. Click **Page Search**.
3. In the Page Code field type **BATRUN**.
4. Click **Browse**.



The screenshot shows the eMARS application interface. At the top, there is a welcome message "Welcome, Jennifer Dearborn" and a navigation bar with links: [Accounts Payable](#), [Procurement](#), [Budgeting](#), and [Accounts Receivable](#). On the left, a sidebar menu is visible with the following items: **UAT Environment - FIN**, **Message Center**, **Search** (expanded), **History**, **Favorites**, and **Administration**. Under the **Search** menu, there are links for [Page Search](#), [Document Catalog](#), and [infoAdvantage](#). The main content area is titled "Page Search" and contains the following fields: **Category** (dropdown), **Page Type** (dropdown), **Description** (text input), and **Page Code** (text input containing "BATRUN*"). Below these fields are [Browse](#) and [Clear](#) buttons. A table with two columns, **Description** and **Page Code**, displays a single result: [Job Manager](#) and [BATRUN](#). At the bottom of the table, there are pagination links: [First](#), [Prev](#), [Next](#), [Last](#), and [Open With Data](#).

5. Click the **Job Manager** link.
6. Click the **Maximize** button in the upper right corner.
7. Click **Financial** in the secondary navigation panel.
8. Click **Check Writer**.
9. Click **Chain Jobs**.
10. Click **1099 Journal Posting**.

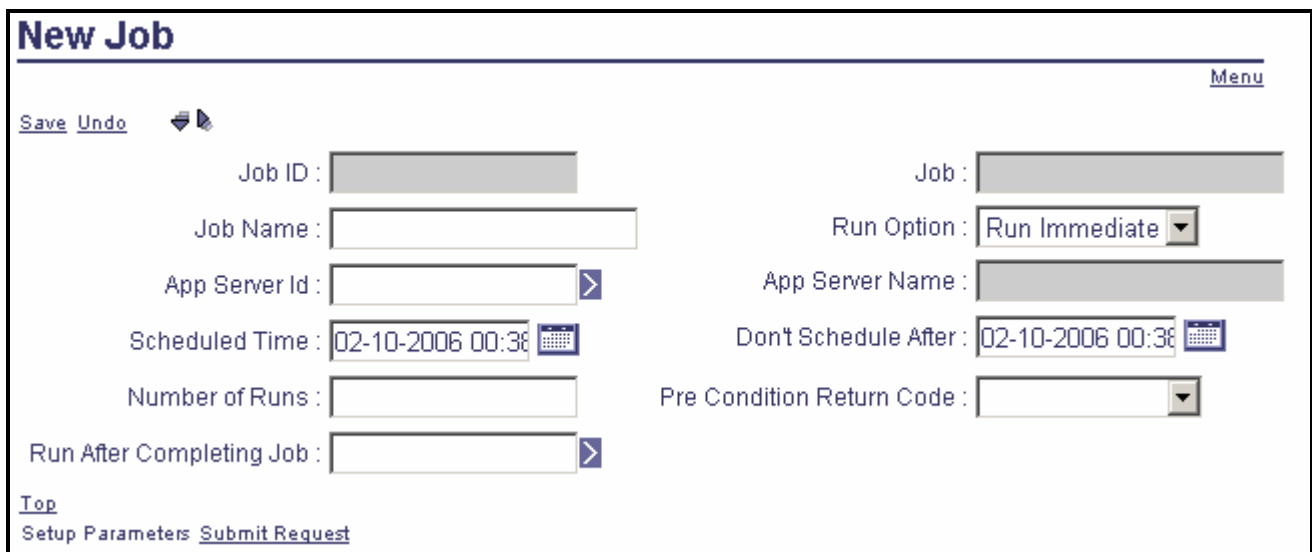


Job Chain for 1099 Journal Posting

Catalog Label	Item Type	Sequence Number	Acceptable Job Return Code	Disable Job
1099 Posting Line Generation	Report	1	Non Fatal Error	<input type="checkbox"/>
1099 Journal Posting	System Batch	2	Non Fatal Error	<input type="checkbox"/>

[Save](#) [Undo](#) [First](#) [Prev](#) [Next](#) [Last](#)
[Schedule New Chain Job](#) [View Job Summary](#)

11. Click **Schedule New Chain Job**.



New Job

[Save](#) [Undo](#)

Job ID : Job :
 Job Name : Run Option :
 App Server Id : App Server Name :
 Scheduled Time : Don't Schedule After :
 Number of Runs : Pre Condition Return Code :
 Run After Completing Job :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

12. Enter the following information:

Field	Value
Job Name	See student card

The job name is comprised of the Department, Unit, and File ID specified in the Check Writer file. For example: **785 UNIT W000006074002**.

13. Click **Save**.

New Job

[Menu](#)

[Save](#) [Undo](#)

Job ID : 35227

Job : CW Pre-Edit

Job Name :

Run Option : Run Immediate

App Server Id :

App Server Name :

Scheduled Time : 02-10-2006 00:38

Don't Schedule After : 02-10-2006 00:38

Number of Runs :

Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

14. Click **Setup Parameters**.

Job List

[Menu](#)

Job ID	Job	Item Type	Scheduled Time
✓ 35255	1099 Posting Line Generation	Report	02-10-2006 01:16
35256	1099 Journal Posting	System Batch	02-10-2006 01:16

First Prev Next Last
[Edit Job Parameters](#)

OK Cancel

15. Click **Edit Job Parameters**.

Job Parameters for 1099 Posting Line Generation [Menu](#)

Parameter Description	Parameter Value
<input checked="" type="checkbox"/> File location pf parameter file	<input type="text" value="\$\$AMSPARM\$\$"/>
Client Name	<input type="text" value="Kentucky"/>
Commit Block Size (if not entered then	<input type="text"/>
Department of CW File ID(s)	<input type="text"/>
CW File ID(s) to be processed.	<input type="text"/>
Unit of CW File ID(s)	<input type="text"/>
Document Code of generated posting	<input type="text" value="CWP"/>
Document Prefix for Generated posting	<input type="text"/>
Filename of parameter text file	<input type="text" value="CW1099Parm.txt"/>

[Save](#) [Undo](#) First Prev Next Last

16. Enter the following information:

Field	Value
Department of CW File ID(s)	See student card
CW File ID(s) to be processed	See student card
Unit of CW File ID(s)	See student card

17. Click **Save**.

18. Click **OK**.

Job List

[Menu](#)


Job ID	Job	Item Type	Scheduled Time
✓ 35255	1099 Posting Line Generation	Report	02-10-2006 01:16
35256	1099 Journal Posting	System Batch	02-10-2006 01:16

First Prev Next Last
[Edit Job Parameters](#)

19. Click **OK**.

New Job

[Menu](#)

[Save](#) [Undo](#)


Job ID :
 Job :

Job Name :
 Run Option :

App Server Id :
 App Server Name :

Scheduled Time :
 Don't Schedule After :

Number of Runs :
 Pre Condition Return Code :

Run After Completing Job :

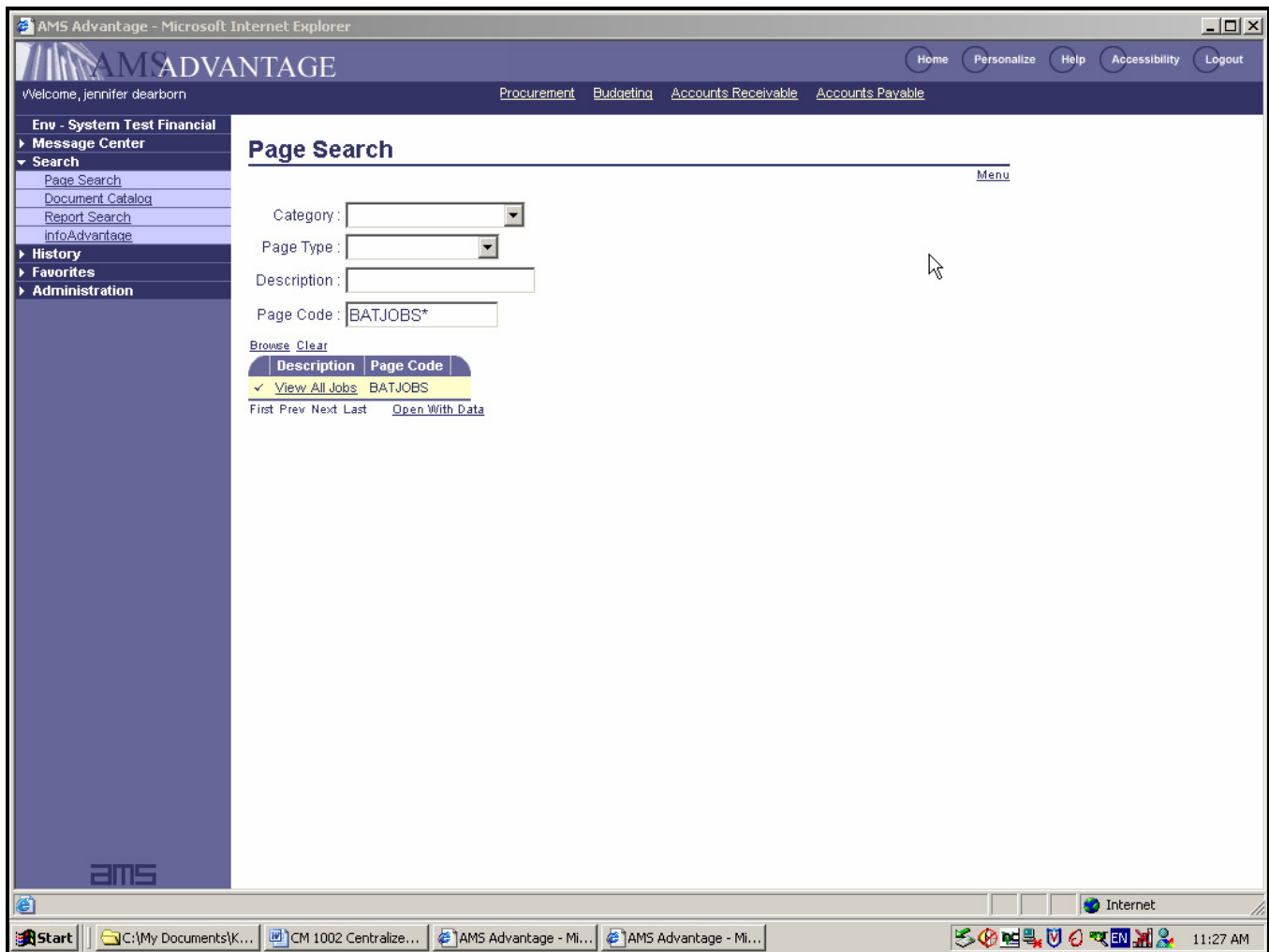
[Top](#)
[Setup Parameters](#) [Submit Request](#)

20. Click **Submit Request**.

21. Click **Close**.

Review the Job Inquiry (BATJOBS) Page

1. Click **Page Search**.
2. In the Page Code field type **BATJOBS**.
3. Click **Browse**.



AMS Advantage - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, jennifer dearborn

Procurement Budgeting Accounts Receivable Accounts Payable

Env - System Test Financial

Message Center

Search

Page Search

Document Catalog

Report Search

infoAdvantage

History

Favorites

Administration

Page Search

Menu

Category:

Page Type:

Description:

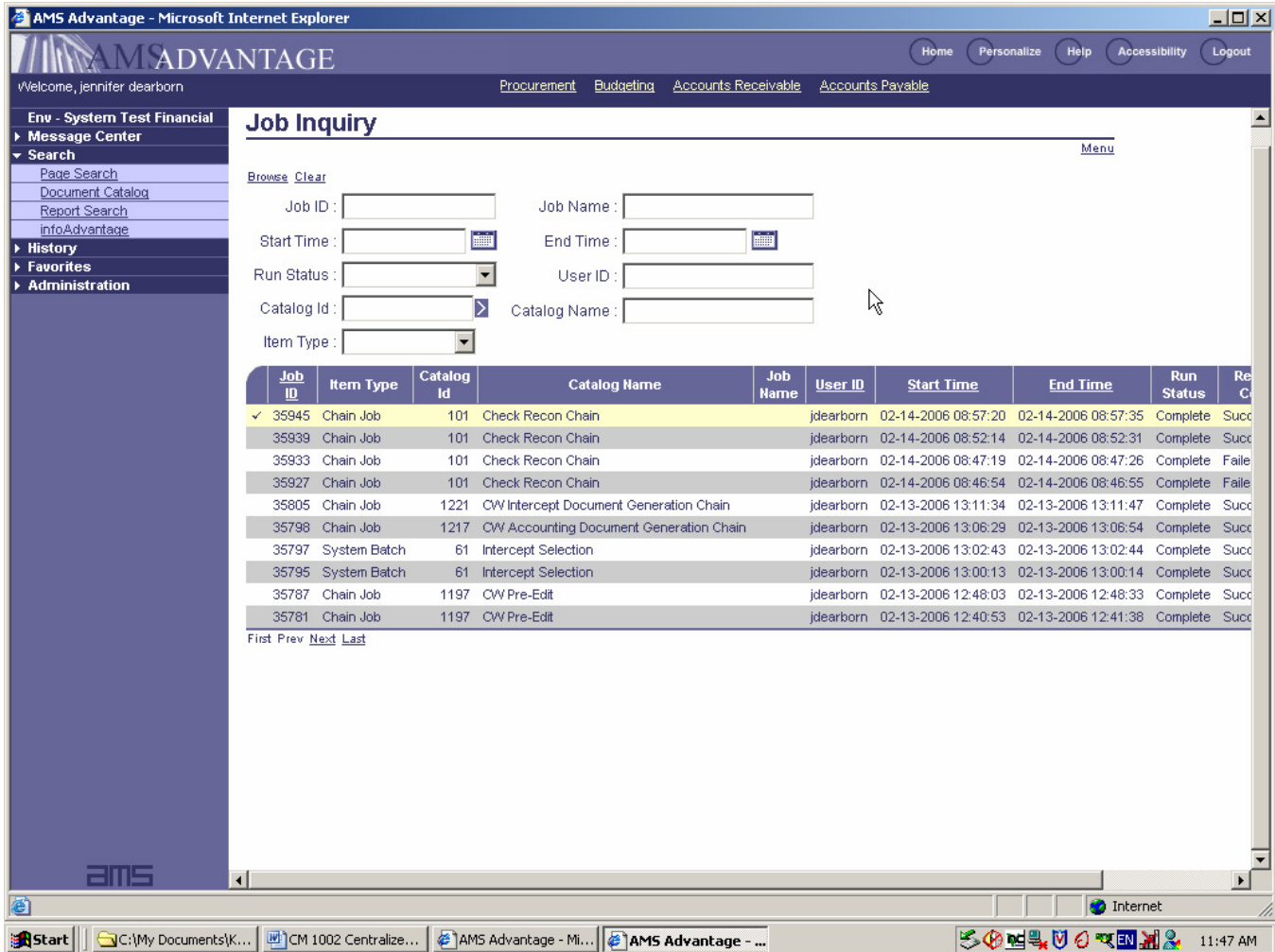
Page Code: BATJOBS*

Browse Clear

Description	Page Code
✓ View All Jobs	BATJOBS

First Prev Next Last Open With Data

4. Click the **View All Jobs** link.



AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE Home Personalize Help Accessibility Logout

Welcome, jennifer dearnborn Procurement Budgeting Accounts Receivable Accounts Payable

Env - System Test Financial

Message Center

Search

Page Search
Document Catalog
Report Search
InfoAdvantage

History

Favorites

Administration

Job Inquiry Menu

Browse Clear

Job ID : Job Name :

Start Time : End Time :

Run Status : User ID :

Catalog Id : Catalog Name :

Item Type :

Job ID	Item Type	Catalog Id	Catalog Name	Job Name	User ID	Start Time	End Time	Run Status	Return Code
✓ 35945	Chain Job	101	Check Recon Chain		jdearnborn	02-14-2006 08:57:20	02-14-2006 08:57:35	Complete	Success
35939	Chain Job	101	Check Recon Chain		jdearnborn	02-14-2006 08:52:14	02-14-2006 08:52:31	Complete	Success
35933	Chain Job	101	Check Recon Chain		jdearnborn	02-14-2006 08:47:19	02-14-2006 08:47:26	Complete	Failure
35927	Chain Job	101	Check Recon Chain		jdearnborn	02-14-2006 08:46:54	02-14-2006 08:46:55	Complete	Failure
35805	Chain Job	1221	CW Intercept Document Generation Chain		jdearnborn	02-13-2006 13:11:34	02-13-2006 13:11:47	Complete	Success
35798	Chain Job	1217	CW Accounting Document Generation Chain		jdearnborn	02-13-2006 13:06:29	02-13-2006 13:06:54	Complete	Success
35797	System Batch	61	Intercept Selection		jdearnborn	02-13-2006 13:02:43	02-13-2006 13:02:44	Complete	Success
35795	System Batch	61	Intercept Selection		jdearnborn	02-13-2006 13:00:13	02-13-2006 13:00:14	Complete	Success
35787	Chain Job	1197	CW Pre-Edit		jdearnborn	02-13-2006 12:48:03	02-13-2006 12:48:33	Complete	Success
35781	Chain Job	1197	CW Pre-Edit		jdearnborn	02-13-2006 12:40:53	02-13-2006 12:41:38	Complete	Success

First Prev Next Last

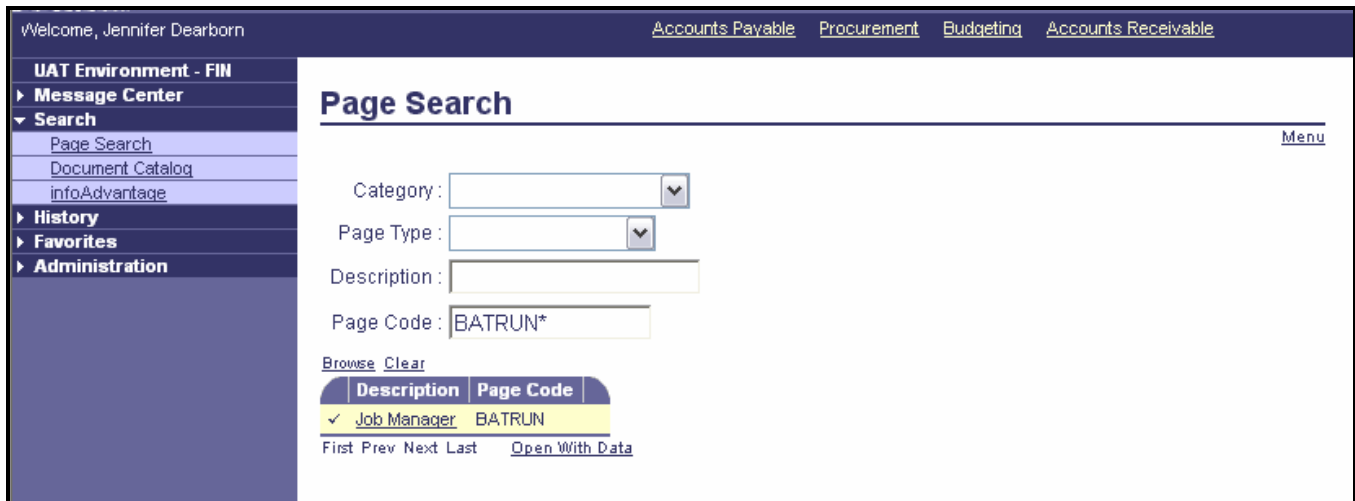
In production, you will only be able to see the jobs run with your User ID. If a job is currently running, you can click Browse to refresh the screen and update the Return Code.

- Identify the job you just ran.
- Scroll right and click the **View Jobs** link.
- Confirm the **Return Code** is Successful. If not, review the log to see why the job failed.
- Click **Home**.

Exercise 10 — Run Check Writer Clean Up Job

Procedures

1. From the eMARS Home page, click **Search** in the secondary navigation panel.
2. Click **Page Search**.
3. In the Page Code field type **BATRUN**.
4. Click **Browse**.



The screenshot shows the eMARS application interface. At the top, there is a welcome message "Welcome, Jennifer Dearborn" and a navigation bar with links: [Accounts Payable](#), [Procurement](#), [Budgeting](#), and [Accounts Receivable](#). On the left, a sidebar menu is expanded to "Search", showing sub-items: [Page Search](#), [Document Catalog](#), and [infoAdvantage](#). Other menu items include [History](#), [Favorites](#), and [Administration](#). The main content area is titled "Page Search" and contains search filters: "Category:" (dropdown), "Page Type:" (dropdown), "Description:" (text field), and "Page Code:" (text field containing "BATRUN*"). Below the filters are "Browse" and "Clear" buttons. A table displays search results with columns "Description" and "Page Code". The first row is highlighted in yellow and shows a checkmark, "Job Manager", and "BATRUN". At the bottom of the table are pagination controls: "First", "Prev", "Next", "Last", and a link "Open With Data".

5. Click the **Job Manager** link.
6. Click the Maximize button in the upper right corner.
7. Click **Financial** in the secondary navigation panel.
8. Click **Check Writer**.
9. Click **Chain Jobs**.
10. Click **CW Pre-Edit**.

Batch Catalog

Financial
Accounts Receivable
Accounts Payable
Cost Accounting
Matching Manager
Procurement
Utilities
Fixed Asset
Investment
Posting
Vendor Self-Service
General Accounting
Systems Assurance
Budget
Inventory
Interface Control
Conversion Processes
Check Writer
Batch Jobs - CW
Chain Jobs
CW Table Load
CW Pre-Edit
CW Accounting Docu
CW Intercept Docume
CW 1099 Posting
CW Check Printing G
CW ACH File Genera
CW Archive
Reports - CW
Admin Utilities
eMARS http Jobs
Administration

Job Chain for CW Pre-Edit

Menu

	Catalog Label	Item Type	Sequence Number	Acceptable Job Return Code	Disable Job
	✓ Inferences & Validations	Report	1	Successful	<input type="checkbox"/>
	Accounting Document XML Generation	System Batch	2	Warning	<input type="checkbox"/>
	Load & Validate	System Batch	3	Successful	<input type="checkbox"/>
	Generate Accounting Report	Report	4	Successful	<input type="checkbox"/>
	Discard	System Batch	5	Warning	<input type="checkbox"/>

[Save](#) [Undo](#) [First](#) [Prev](#) [Next](#) [Last](#)
[Schedule New Chain Job](#) [View Job Summary](#)

11. Click **Schedule New Chain Job**.

New Job

Menu

[Save](#) [Undo](#)

Job ID :
Job :

Job Name :
Run Option :

App Server Id :
App Server Name :

Scheduled Time :
Don't Schedule After :

Number of Runs :
Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

12. Enter the following information:

Field	Value
Job Name	See student card

The job name is comprised of the Department, Unit, and File ID specified in the Check Writer file. For example: **785 UNIT W000006074002**.

13. Click **Save**.

New Job

[Menu](#)

[Save](#) [Undo](#)

Job ID : 35227

Job : CW Pre-Edit

Job Name :

Run Option : Run Immediate

App Server Id :

App Server Name :

Scheduled Time : 02-10-2006 00:38

Don't Schedule After : 02-10-2006 00:38

Number of Runs :

Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

14. Click **Setup Parameters**.

Job List

[Menu](#)

Job ID	Job	Item Type	Scheduled Time
✓ 35228	Inferences & Validations	Report	02-10-2006 00:38
35229	Accounting Document XML Generation	System Batch	02-10-2006 00:38
35230	Load & Validate	System Batch	02-10-2006 00:38
35231	Generate Accounting Report	Report	02-10-2006 00:38
35232	Discard	System Batch	02-10-2006 00:38

First Prev Next Last
[Edit Job Parameters](#)

OK Cancel

15. Click **Edit Job Parameters**.

Job Parameters for Inferences & Validations

Parameter Description	Parameter Value
✓ Accounting Document XML	CreateCWXML.txt
CWA XML Location	\$\$AMSEXPORT\$\$
Log File Location	\$\$AMSLOGS\$\$
Parameter File Location	\$\$AMSPARM\$\$
Chain ID	\$\$@CHAINJOBID@\$\$
Client Name (Optional)	Commonwealth of Kentucl
CWA Document Code	CWE
Department Code	
CW File ID	
Discard Parameter File Name.	DiscardCWADoc.txt

[Save](#) [Undo](#) First Prev [Next](#) [Last](#)

16. Enter the following information:

Field	Value
Department Code	See student card
CW File ID	See student card

17. Click **Save**.

18. Click **OK**.

Job List

[Menu](#)

Job ID	Job	Item Type	Scheduled Time
✓ 35228	Inferences & Validations	Report	02-10-2006 00:38
35229	Accounting Document XML Generation	System Batch	02-10-2006 00:38
35230	Load & Validate	System Batch	02-10-2006 00:38
35231	Generate Accounting Report	Report	02-10-2006 00:38
35232	Discard	System Batch	02-10-2006 00:38

First Prev Next Last
[Edit Job Parameters](#)

19. Click **OK**.

New Job

[Menu](#)

[Save](#) [Undo](#)

Job ID :
 Job :

Job Name :
 Run Option :

App Server Id :
 App Server Name :

Scheduled Time :
 Don't Schedule After :

Number of Runs :
 Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

20. Click **Submit Request**.

21. Click **Close**.

Review the Job Inquiry (BATJOBS) Page

1. Click **Page Search**.
2. In the Page Code field type **BATJOBS**.
3. Click **Browse**.

AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, jennifer dearborn

Procurement Budgeting Accounts Receivable Accounts Payable

Env - System Test Financial

Message Center

Search

Page Search

Document Catalog

Report Search

InfoAdvantage

History

Favorites

Administration

Page Search

Category:

Page Type:

Description:

Page Code:

Browse Clear

Description	Page Code
✓ View All Jobs	BATJOBS

First Prev Next Last Open With Data

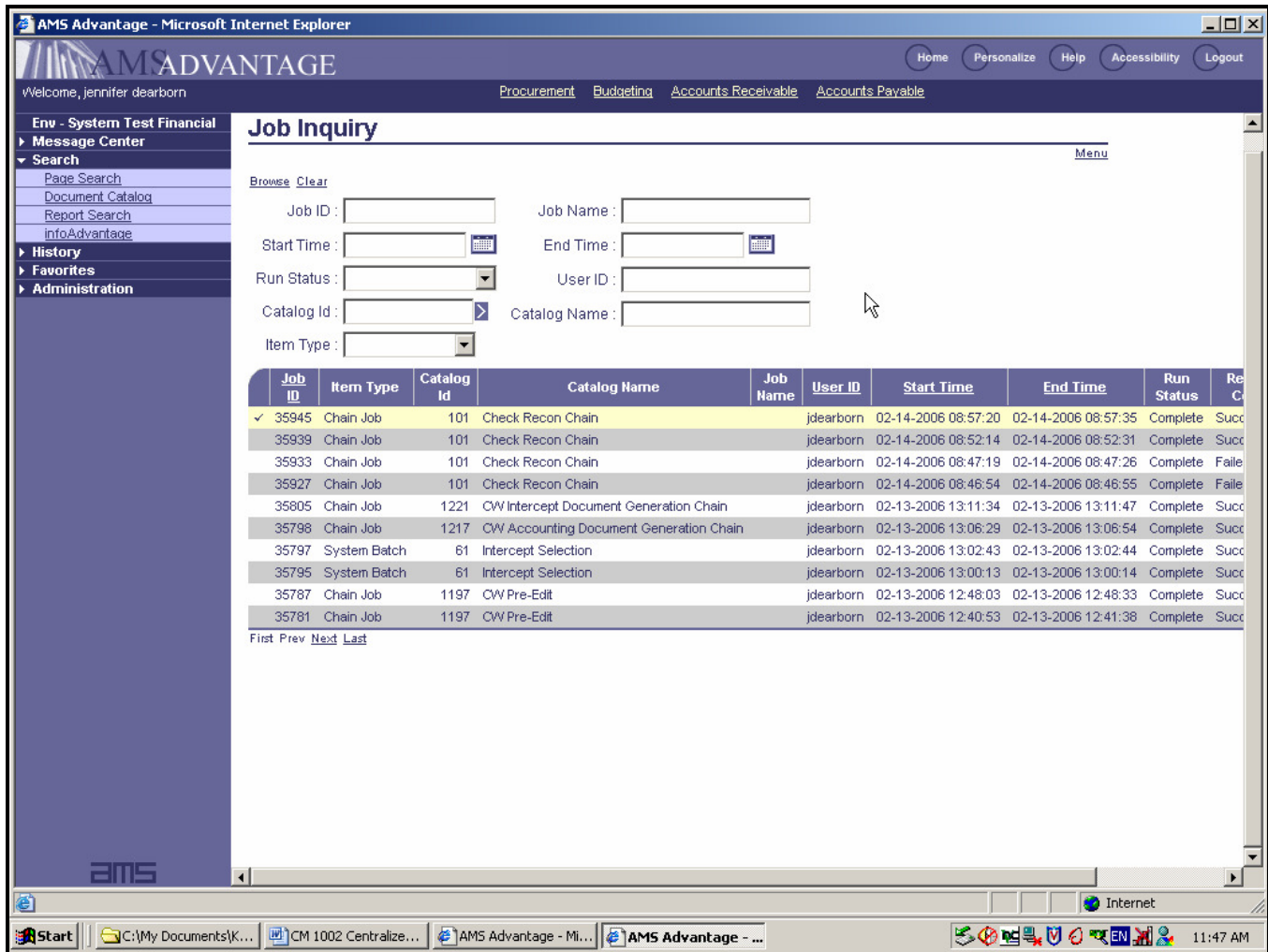
AMS

Internet

Start C:\My Documents\K... CM 1002 Centralize... AMS Advantage - Mi... AMS Advantage - Mi...

11:27 AM

4. Click the **View All Jobs** link.



AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, jennifer.dearborn

Procurement Budgeting Accounts Receivable Accounts Payable

Env - System Test Financial

Message Center

Search

Page Search

Document Catalog

Report Search

InfoAdvantage

History

Favorites

Administration

Job Inquiry

Menu

Browse Clear

Job ID: Job Name:

Start Time: End Time:

Run Status: User ID:

Catalog Id: Catalog Name:

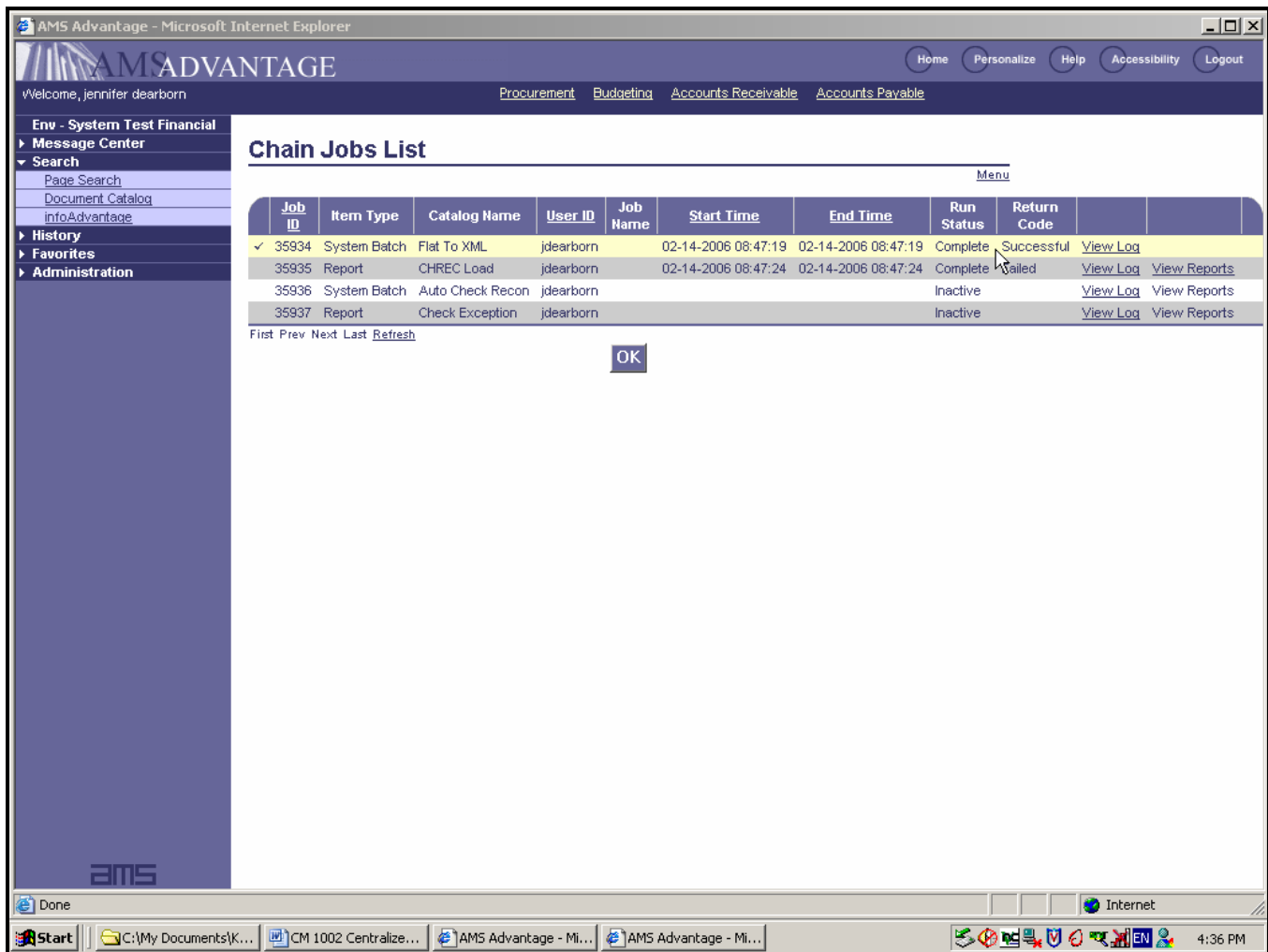
Item Type:

Job ID	Item Type	Catalog Id	Catalog Name	Job Name	User ID	Start Time	End Time	Run Status	Return Code
✓ 35945	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:57:20	02-14-2006 08:57:35	Complete	Success
35939	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:52:14	02-14-2006 08:52:31	Complete	Success
35933	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:47:19	02-14-2006 08:47:26	Complete	Failure
35927	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:46:54	02-14-2006 08:46:55	Complete	Failure
35805	Chain Job	1221	CW Intercept Document Generation Chain		jdearborn	02-13-2006 13:11:34	02-13-2006 13:11:47	Complete	Success
35798	Chain Job	1217	CW Accounting Document Generation Chain		jdearborn	02-13-2006 13:06:29	02-13-2006 13:06:54	Complete	Success
35797	System Batch	61	Intercept Selection		jdearborn	02-13-2006 13:02:43	02-13-2006 13:02:44	Complete	Success
35795	System Batch	61	Intercept Selection		jdearborn	02-13-2006 13:00:13	02-13-2006 13:00:14	Complete	Success
35787	Chain Job	1197	CW Pre-Edit		jdearborn	02-13-2006 12:48:03	02-13-2006 12:48:33	Complete	Success
35781	Chain Job	1197	CW Pre-Edit		jdearborn	02-13-2006 12:40:53	02-13-2006 12:41:38	Complete	Success

First Prev Next Last

In production, you will only be able to see the jobs run with your User ID. If a job is currently running, you can click Browse to refresh the screen and update the Return Code.

- Identify the job you just ran.
- Scroll right and click the **View Jobs** link. Confirm the **Return Code** is Successful.
- Click **View Log**.



AMS Advantage - Microsoft Internet Explorer

Welcome, jennifer dearborn

Procurement Budgeting Accounts Receivable Accounts Payable

Env - System Test Financial

Message Center

Search

Page Search

Document Catalog

infoAdvantage

History

Favorites

Administration

Chain Jobs List

Menu

Job ID	Item Type	Catalog Name	User ID	Job Name	Start Time	End Time	Run Status	Return Code		
✓ 35934	System Batch	Flat To XML	jdearborn		02-14-2006 08:47:19	02-14-2006 08:47:19	Complete	Successful	View Log	
35935	Report	CHREC Load	jdearborn		02-14-2006 08:47:24	02-14-2006 08:47:24	Complete	Failed	View Log	View Reports
35936	System Batch	Auto Check Recon	jdearborn				Inactive		View Log	View Reports
35937	Report	Check Exception	jdearborn				Inactive		View Log	View Reports

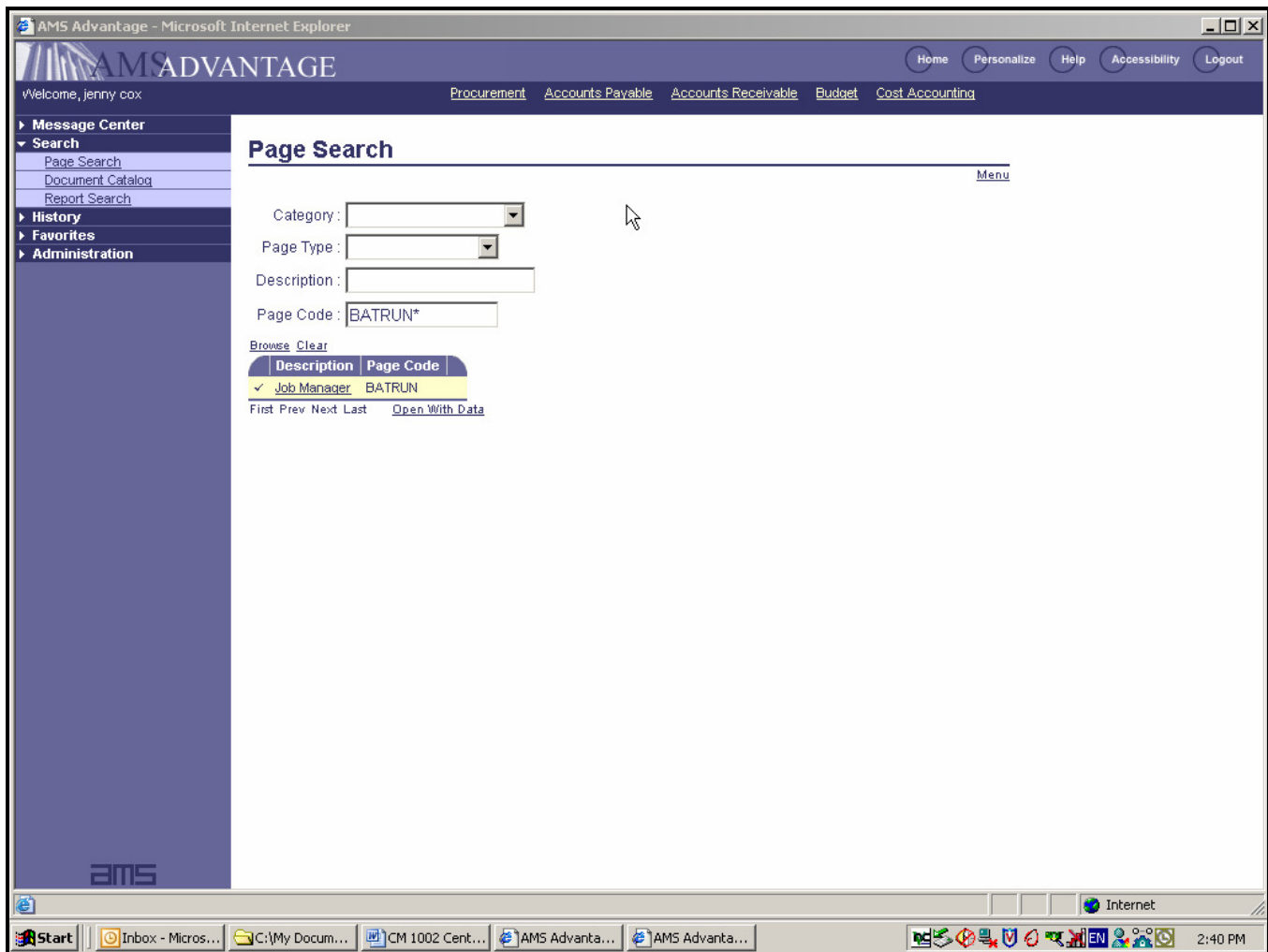
First Prev Next Last Refresh

OK

- Click the first **View Reports** link on the list.
- Select either **HTML** or **PDF** to view the report.
- Review the errors listed on the Non-Accounting Report.
- Click the second **View Reports** link on the list.
- Select either **HTML** or **PDF** to view the report.
- Review the errors listed on the Accounting Report
- Click **Home**.

Run the CW Clean Up Batch Job

- From the eMARS Home page, click **Search** in the secondary navigation panel.
- Click **Page Search**.
- In the Page Code field type **BATRUN**.
- Click **Browse**.



AMS Advantage - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, jenny cox

Home Personalize Help Accessibility Logout

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Page Search

Menu

Category: [dropdown]

Page Type: [dropdown]

Description: [text box]

Page Code: BATRUN*

Browse Clear

Description	Page Code
✓ Job Manager	BATRUN

First Prev Next Last Open With Data

5. Click the **Job Manager** link.
6. Click the **Maximize** button in the upper right corner.
7. Click **Financial** in the secondary navigation panel.
8. Click **Check Writer**.
9. Click **Batch Jobs - CW**.
10. Click **CW Clean Up**.

AMS Advantage Job Manager - Microsoft Internet Explorer

AMSADVANTAGE Close

Batch Catalog

- Financial
 - Accounts Receivable
 - Accounts Payable
 - Cost Accounting
 - Matching Manager
 - Procurement
 - Utilities
 - Fixed Asset
 - Investment
 - Posting
 - Vendor Self-Service
 - General Accounting
 - Systems Assurance
 - Budget
 - Inventory
 - Interface Control
 - Conversion Processes
- Check Writer
 - Batch Jobs - CW
 - CW Check/EFT Gene
 - CW State Escheat
 - CW Clean Up
 - CW Restore
 - Chain Jobs
 - H Check Writer Table L
 - H CW Pre-Edit
 - H CW Accounting Docu
 - H CW Intercept Docume
 - H 1099 Journal Posting
 - H CW Check Printing G
 - H CW ACH File Generat
 - H CW Archive
 - Reports - CW
 - Admin Utilities

Job Summary for CW Clean Up Menu

[Browse](#) [Clear](#)

Job ID : Job Name :

Start Time : End Time :

Status :

Job ID	User ID	Job Name	Start Time	End Time	Return Code
First Prev Next Last					

[Schedule New Job](#) [View Pending Jobs](#) [Restart Job](#)


Done Internet

Start | C:\My Docume... | CM 1002 Centr... | AMS Advantag... | AMS Advantag... | AMS Advanta...

11:24 PM

11. Click **Schedule New Job**.

New Job Menu

[Save](#) [Undo](#) 

Job ID : Job :

Job Name : Run Option :

App Server Id : App Server Name :

Scheduled Time : Don't Schedule After :

Number of Runs : Pre Condition Return Code :

Run After Completing Job :

[Top](#)

[Setup Parameters](#) [Submit Request](#)

12. Enter the following information:

Field	Value
Job Name	See student card

The job name is comprised of the Department, Unit, and File ID specified in the Check Writer file. For example: **785 UNIT W000006074002**.

13. Click **Save**.

New Job

[Menu](#)

[Save](#) [Undo](#)

Job ID :

Job :

Job Name :

Run Option :

App Server Id :

App Server Name :

*Scheduled Date/Time :

Don't Schedule After :

Number of Runs :

Pre Condition Return Code :

Run After Completing Job :

[Top](#)
[Setup Parameters](#) [Submit Request](#)

14. Click **Setup Parameters**.

Job List

[Menu](#)

Job ID	Job	Item Type	Scheduled Time
35263	Build XML File	System Batch	02-10-2006 01:27
35264	Build Flat File	System Batch	02-10-2006 01:27

[First](#) [Prev](#) [Next](#) [Last](#)
[Edit Job Parameters](#)

Job Parameters for CW Clean Up

[Menu](#)

Parameter Description	Parameter Value
✓ Department Code (Required if Delete)	
CW File ID(s) to be processed.	
Unit.	
Delete All (Possible values are "Yes")	No

[Save](#) [Undo](#) First Prev Next Last

15. Enter the following information:


Field	Value
Department Code	See student card
CW File ID(s) to be processed	See student card
Unit	See student card

16. Click **Save**.

17. Click **OK**.

New Job

[Menu](#)

[Save](#) [Undo](#) 

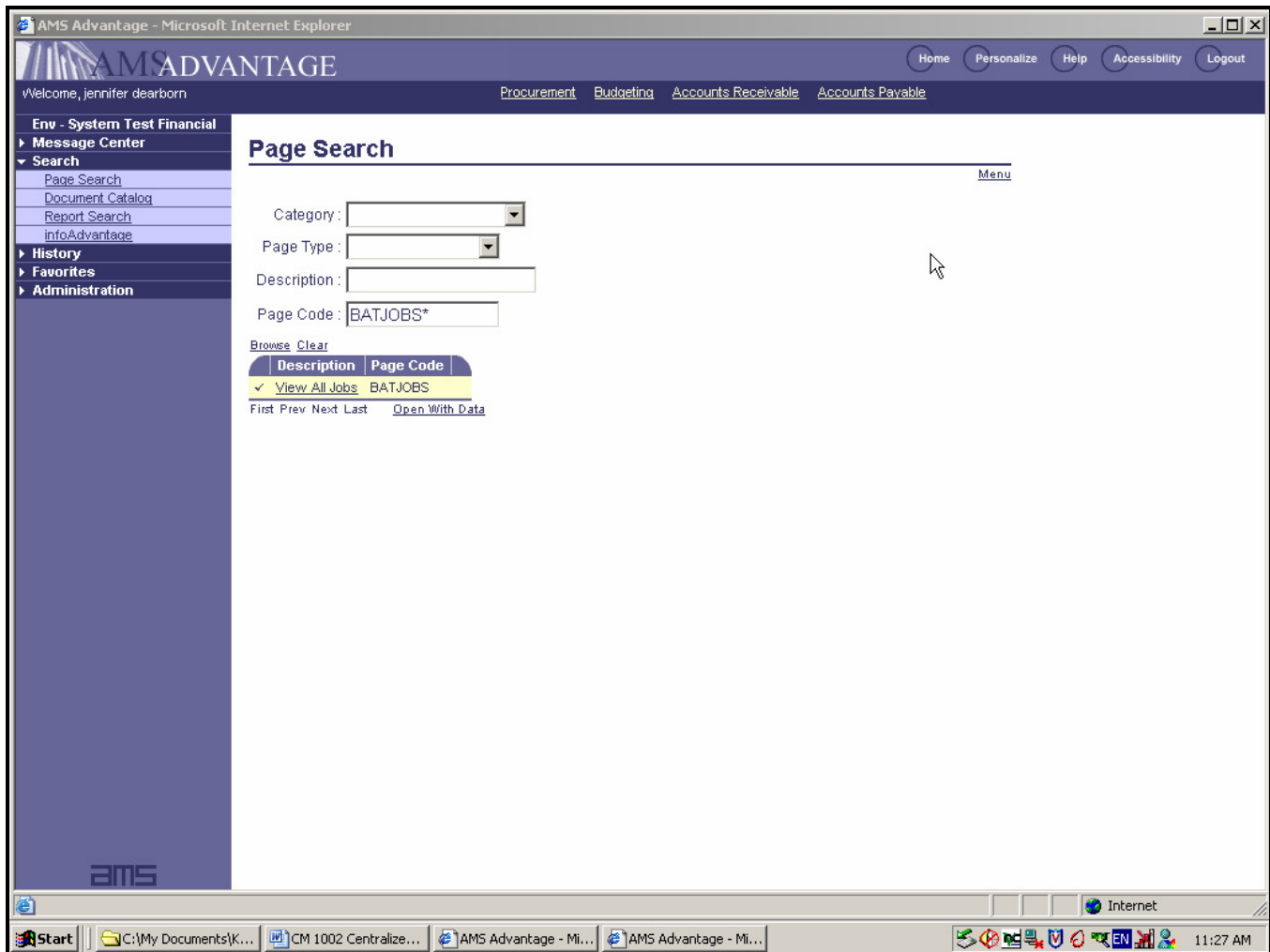
Job ID : 35265	Job : CW Clean Up
Job Name :	Run Option : Run Immediate
App Server Id : >	App Server Name :
*Scheduled Date/Time : 02-10-2006 01:28	Don't Schedule After : 02-10-2006 01:28
Number of Runs :	Pre Condition Return Code :
Run After Completing Job : >	

[Top](#)
[Setup Parameters](#) [Submit Request](#)

18. Click **Submit Request**.

Review the Job Inquiry (BATJOBS) Page

1. Click **Page Search**.
2. In the Page Code field type **BATJOBS**.
3. Click **Browse**.



The screenshot shows the AMS Advantage web application running in Microsoft Internet Explorer. The page title is "AMS Advantage - Microsoft Internet Explorer". The application header includes the "AMSADVANTAGE" logo and navigation links: Home, Personalize, Help, Accessibility, and Logout. Below the header, there are tabs for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The left sidebar contains a navigation menu with the following items: Env - System Test Financial, Message Center, Search (expanded), Page Search, Document Catalog, Report Search, InfoAdvantage, History, Favorites, and Administration. The main content area is titled "Page Search" and contains the following fields: Category (dropdown), Page Type (dropdown), Description (text box), and Page Code (text box containing "BATJOBS*"). Below these fields are "Browse" and "Clear" buttons. A table with two columns, "Description" and "Page Code", displays a single row: "View All Jobs" and "BATJOBS". At the bottom of the table are links for "First", "Prev", "Next", "Last", and "Open With Data". The Windows taskbar at the bottom shows the Start button, several open applications (C:\My Documents\K..., CM 1002 Centralize..., AMS Advantage - Mi..., AMS Advantage - Mi...), and the system clock showing 11:27 AM on 11/27/2004.

4. Click the **View All Jobs** link.

AMS ADVANTAGE

Home Personalize Help Accessibility Logout

Welcome, jennifer dearborn

[Procurement](#)
[Budgeting](#)
[Accounts Receivable](#)
[Accounts Payable](#)

Env - System Test Financial

Message Center

Search

Page Search

Document Catalog

InfoAdvantage

History

Favorites

Administration

Job Inquiry

Menu

Browse Clear

Job ID :

Job Name :

Start Time :

End Time :

Run Status :

User ID :

Catalog Id :

Catalog Name :

Item Type :

Job ID	Item Type	Catalog Id	Catalog Name	Job Name	User ID	Start Time	End Time	Run Status	Return Code
✓ 36231	Chain Job	1197	CW Pre-Edit		jdearborn	02-16-2006 15:31:04	02-16-2006 15:31:29	Complete	Success
36211	Chain Job	1197	CW Pre-Edit		jdearborn	02-16-2006 13:45:33	02-16-2006 13:45:59	Complete	Success
36208	Chain Job	1194	Check Writer Table Load		jdearborn	02-16-2006 13:43:43	02-16-2006 13:43:49	Complete	Success
36207	System Batch	1230	CW Clean Up		jdearborn	02-16-2006 13:43:13	02-16-2006 13:43:14	Complete	Success
36204	Chain Job	1194	Check Writer Table Load		jdearborn	02-16-2006 13:40:03	02-16-2006 13:40:14	Complete	Success
35945	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:57:20	02-14-2006 08:57:35	Complete	Success
35939	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:52:14	02-14-2006 08:52:31	Complete	Success
35933	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:47:19	02-14-2006 08:47:26	Complete	Failed
35927	Chain Job	101	Check Recon Chain		jdearborn	02-14-2006 08:46:54	02-14-2006 08:46:55	Complete	Failed
35805	Chain Job	1221	CW Intercept Document Generation Chain		jdearborn	02-13-2006 13:11:34	02-13-2006 13:11:47	Complete	Success

First Prev Next Last

In production, you will only be able to see the jobs run with your User ID. If a job is currently running, you can click Browse to refresh the screen and update the Return Code.

- Identify the job you just ran.
- Scroll right and click the **View Jobs** link.
- Confirm the **Return Code** is Successful. If not, review the log to see why the job failed.
- Click **Home**.

You will conclude this exercise by logging out of the application:

- Click **Logout**. This closes the Advantage 3 application and ends your session. You can now close the open browser windows.

NOTE: Please remember to select Logout prior to closing your Advantage 3 session. Just closing the page will not immediately end your session.

Review Answers

Question 1: eMARS check writer files which run during the day will bypass vendor offset processing and various edits (e.g. cash and budget/allotment).	
B	False (page 5)
Question 2: The pre-assigned check number (CWCHK) table	
D	All of the above. (page 11)
Question 3: The CW Clean-Up process allows department users to	
C	Delete all information loaded into the CW tables from Check Writer input file(s) that failed the CW Pre-Edit process (page 39)
Question 4: The Check Writer Vendor Intercept table	
D	All of the above. (page 36)
Question 5: The CWA document posts accounting lines to the respective eMARS journals for Check Writer payments, post entries for payments that have been intercepted and can only be created through an offline process.	
A	True (page 41)
Question 6: After the pre-edit has been run successfully, a department user selects the department certification checkbox on the CWHDR table and save the record. This indicates to the central office that the file is ready for further processing.	
A	True (page 54)

Appendix A – eMARS Check Writer XML Input File Layout

Header Component

XML Tag	Caption on CW Header Table	Description	R/C	Type	Max Size	Comments
CW_DEPT_CD	Department	The Department Code of the department submitting the CW file.	R	Varchar2	4	Must be valid on the Department Fiscal Year Controls table. This Code along with the Check Writer File ID must be unique in eMARS.
CW_FILE_ID	Check Writer File ID	Check Writer File ID assigned by the submitting departments.	R	Varchar2	20	This ID along with the Check Writer Department Code must be unique in eMARS.
CW_UNIT_CD	Unit	The Unit Code of the department submitting the CW file.	R	Varchar2	4	Must be valid on the Unit table.
BANK_ACCT_CD	Bank Account Code	Used to assign check numbers for check payments, if check numbers are not already pre-assigned and tracking numbers for EFT payments.	R	Varchar2	4	Must be a valid on the Bank table. The MARS bank account code will continue in eMARS.
PYMT_DT	Payment Date	The date to be printed on each check, or used to determine the Settlement Date for EFT payments.	R	Date	10	Must be a valid date with the format "yyyy-mm-dd". The difference between the provided Payment Date and the processing date must not exceed 45 calendar days.
PYMT_DSCR	Payment Description	User provided information that describes the check writer file.	O	Varchar2	60	

XML Tag	Caption on CW Header Table	Description	R/C	Type	Max Size	Comments
CNTAC_CD	Contact	The contact code of the department that its address will appear as the "Return Address" on the check.	R	Number	19	Must be valid on the Contact table. Valid values are not yet determined and will be provided at a later date.
BFY	Budget Fiscal Year	The budget fiscal year associated with the check writer file.	CR	Number	4	Leave blank unless it is July and the document needs to be posted in the prior year. If left blank, the system will populate it with the Fiscal Year of the CWA document Record Date on associated document. If posting to a prior fiscal year, provide the budget fiscal year. If provided, must be valid on the Fiscal Year table and follow the format "YYYY".

XML Tag	Caption on CW Header Table	Description	R/C	Type	Max Size	Comments
FY	Fiscal Year	The fiscal year associated with the check writer file.	CR	Number	4	<p>Leave blank unless it is July and the document needs to be posted in the prior year.</p> <p>If left blank, the system will populate it with the Fiscal Year of the CWA document Record Date on associated document.</p> <p>If posted to the 13th accounting period in the prior fiscal year, the Fiscal Year must be entered.</p> <p>If provided, must be valid on the Fiscal Year table and follow the format "YYYY".</p>
PER	Period	The accounting period associated with the check writer file.	CR	Number	2	<p>Leave blank unless it is July and the document needs to be posted in the prior year.</p> <p>If left blank, the system will populate it with the Fiscal Period of the CWA document Record Date on associated document.</p> <p>If posted to the 13th accounting period in the prior fiscal year, the Fiscal Period must be entered.</p> <p>If provided, the valid value is 13.</p>

XML Tag	Caption on CW Header Table	Description	R/C	Type	Max Size	Comments
EFT_FRMT	EFT Format	It indicates the format that will be used to generate the ACH file. It will be used if a CW file included EFT payments.	O	Varchar2	4	Valid values are: CCD and PPD. If left blank, it will be inferred from the Default ACH Format on the Check Writer Options table which will be set to "CCD".
CHK_FRMT	Check Format	It indicates the format of the check stock that will be used for printing checks or remittance advice for EFT payments. It will be used if a CW file included check payments or EFT payments with remittance advice. Check Format codes will be like the Check Types on the Check Category table in MARS (e.g. Employment Retirement, Payroll, Child Support, Unemployment Insurance and Teacher's Retirement).	O	Varchar2	4	Valid values are stored on the Disbursement Format table where the Disbursement Type is set to "check". If left blank, it will be inferred from the Default Check Format on the Check Writer Options table which will be set to "GENZ" (i.e. z-fold checks). Other valid values on the Disbursement Format table are: <ul style="list-style-type: none"> • GENC: Generic C, • KERS: Employee's Retirement, • FINC: Finance, • TRES: Treasury, • PYRL: Payroll, • CSUP: Child Support, • KTRS: Teacher's Retirement, • UINS: Unemployment Insurance.

XML Tag	Caption on CW Header Table	Description	R/C	Type	Max Size	Comments
DISB_CAT	Disbursement Category	Disbursement Category codes will be like the Check/Seal Indicators on the Check Category table in MARS (e.g. Unsealed Treasury Hold, Unsealed Treasury Mailed, Unsealed Agency Mailed, Sealed Treasury Hold, Sealed Treasury Mailed, and Sealed Agency Mailed).	O	Varchar2	4	Valid values are stored on the Disbursement Category table. If left blank, it will be inferred from the Default Disbursement Category on the Check Writer Options table which will be set to "STM" (i.e. sealed/Treasury Mailed). Other valid values on the Disbursement Category table are: - UTH (Unsealed Treasury Hold), - UAM (Unsealed Agency Mailed), - STH (Sealed Treasury Hold), - SAM (Sealed Agency Mailed)
TOT_PYMT_AM	Total Payment Amount	Total amount of the payment lines in a check writer file.	R	Decimal (14,2)	15	Must match the sum of accounting line amounts as well the sum of payment amounts. It cannot be a negative amount. It can only be zero if the file includes only payments with \$0 amounts. The format is 999999999999.99.
NO_ACTG_LN	Number of Accounting Lines	Total number of the accounting lines in a check writer file.	R	Number	3	Must match number of accounting lines in the file.
NO_PYMT_LN	Number of Payment Lines	Total number of payment lines in a check writer file.	R	Number	6	Must match number of payment lines in the file.



eMARS 1002 Centralized Check Writer

XML Tag	Caption on CW Header Table	Description	R/C	Type	Max Size	Comments
PERMIT_NO	Permit Number	Agencies can provide a Postal Permit Number to mail material without affixing postage.	O	Varchar2	10	

Accounting Component

XML Tag	Caption on CW Accounting Table	Description	R/C	Type	Max Size	eMARS Comments
LN_NO	Line Number	The accounting line number that uniquely identifies each accounting line within a CW file.	R	Number	5	Must be unique within a check writer file.
EVNT_TYP	Event Type	An event type identifies the type of financial activity for an accounting line. The activity may or may not have an accounting impact on the journals.	R	Varchar2	4	Must be valid on the Event Type table. Valid values are: <ul style="list-style-type: none"> CA01 (when Object is coded) CA02 (when Revenue Source is coded)
ACTG_TMPL_ID	Accounting Template ID	Accounting templates are used to bring in chart of account element codes for ease of data entry on documents.	R	Varchar2	6	Must be valid on the Accounting Template table.
FUND_CD	Fund	The identification code associated with the fund.	O	Varchar2	4	If entered, must be valid on the Fund table.
SFUND_CD	Sub Fund	The identification code associated with the sub-fund.		Varchar2	4	If entered, must be valid on the Sub Fund table. To enter a Sub Fund Code, the Fund Code must be entered.
DEPT_CD	Department	An identification code assigned to a central organizational level element.	R	Varchar2	4	Must be valid on Department Fiscal Year Controls table.
UNIT_CD	Unit	Unit is the lowest organizational level in the main organizational structure. Only sub unit is lower, but it is not necessarily required as the unit is. At the unit level, all the organizational elements it reports to are defined so that they are inferred to accounting documents.	O	Varchar2	4	If entered, must be valid on the Unit table.

XML Tag	Caption on CW Accounting Table	Description	R/C	Type	Max Size	eMARS Comments
SUNIT_CD	Sub Unit	Sub Unit is a means of breaking down a unit code into smaller measurements. It is the lowest level of organizational structure.	O	Varchar2	4	If entered, must be valid on the Sub Unit table. To enter a Sub Unit Code, the Unit Code must be entered.
APPR_CD	Appr Unit	The identification code assigned to a single appropriation unit. An appropriation is a budgeting Chart of Accounts element.	O	Varchar2	9	If entered, must be valid on the Appropriation table.
OBJ_CD	Object	The identification code associated with an object of expenditure. Object is a fund accounting Chart of Accounts element.	O	Varchar2	4	If entered, must be valid on the Object table.
SOBJ_CD	Sub Object	The identification code associated with the sub-object. Sub-object is a fund accounting Chart of Accounts element.	O	Varchar2	4	If entered, must be valid on the Sub Object table. To enter a Sub Object Code, the Object Code must be entered.
RSRC_CD	Revenue Source	Revenue sources are used to track individual sources of revenue taken in.	O	Varchar2	4	If entered, must be valid on the Revenue Source table.
SRSRC_CD	Sub Revenue Source	The identification code associated with the sub-revenue source.	O	Varchar2	4	If entered, must be valid on the Sub Revenue Source table. To enter a Sub Revenue Source Code, the Revenue Source Code must be entered.
DOBJ_CD	Dept Object	The identification code assigned to the Department object.	O	Varchar2	4	If entered, must be valid on the Department Object table.
DRSRC_CD	Dept Revenue Source	The identification code assigned to the Department Revenue Source.	O	Varchar2	4	If entered, must be valid on the Department Revenue Source table.

XML Tag	Caption on CW Accounting Table	Description	R/C	Type	Max Size	eMARS Comments
ACTV_CD	Activity	The identification code associated with the activity. An activity is an internal program that you want to define for budgeting and/or reporting purposes.	O	Varchar2	4	If entered, must be valid on the Activity table.
SACTV_CD	Sub Activity	The identification code associated with the sub-activity.	O	Varchar2	4	If entered, must be valid on the Sub Activity table. To enter a Sub Activity Code, the Activity Code must be entered.
FUNC_CD	Function	The identification code associated with the function. The function code defines broad operational objectives, such as instruction, support services, and facilities acquisition.	O	Varchar2	10	If entered, must be valid on the Function table.
SFUNC_CD	Sub Function	The identification code associated with the sub-function.	O	Varchar2	4	If entered, must be valid on the Sub Function table. To enter a Sub Function Code, the Function Code must be entered.
BSA_CD	BSA	The identification code assigned to the balance sheet account.	O	Varchar2	4	If entered, must be valid on the BSA table.
SBSA_CD	Sub BSA	The identification code assigned to the Sub Balance Sheet Account.	O	Varchar2	4	If entered, must be valid on the Sub BSA table. To enter a Sub BSA Code, the BSA Code must be entered.

XML Tag	Caption on CW Accounting Table	Description	R/C	Type	Max Size	eMARS Comments
RPT_CD	Reporting	The reporting code element is a programmatic element that can be used in many different ways for measurement and tracking. It is even used as an informal cost accounting entity at times. It can be used on all accounting documents and is stored in journals and optionally in ledgers.	O	Varchar2	10	If entered, must be valid on the Reporting Code table.
SRPT_CD	Sub Reporting	Sub reporting codes are used to further define a specific reporting code.	O	Varchar2	4	If entered, must be valid on the Sub Reporting table. To enter a Sub Reporting Code, the Reporting Code must be entered.
LOC_CD	Location	The identification code assigned to the location. Location is a programmatic Chart of Accounts element.	O	Varchar2	4	If entered, must be valid on the Location table.
SLOC_CD	Sub Location	The identification code associated with the sub-location.	O	Varchar2	4	If entered, must be valid on the Sub Location table. To enter a Sub Location Code, the Location Code must be entered.
TASK_CD	Task	The unique identification code assigned to the task.	O	Varchar2	4	If entered, must be valid on the Task table.
STASK_CD	Sub Task	The sub task is a means of breaking down tasks into smaller components.	O	Varchar2	4	If entered must be valid on Sub Task table. To enter a Sub Task Code, the Task Code must be entered.
TASK_ORD_CD	Task Order	The unique identification code assigned to the task order.	O	Varchar2	6	If entered, must be valid on the Task Order table.
PROG_CD	Program	The identification code assigned to the program. Program is a cost accounting Chart of Accounts element.	O	Varchar2	10	If entered, must be valid on the Program Setup table.
PHASE_CD	Phase	The identification code	O	Varchar2	6	If entered, must be valid on the

XML Tag	Caption on CW Accounting Table	Description	R/C	Type	Max Size	eMARS Comments
		assigned to the phase. Phase is a cost accounting Chart of Accounts element representing a phase of a program.				Program Phase table. To enter a Phase Code, the Program Code must be entered.
PPC_CD	Program Period	The identification code assigned to the program period.	O	Varchar2	6	If entered, must be valid on the Program Period table. To enter a Program Period Code, the Program Code must be entered (to infer the Major Program).
LN_AM	Line Amount	Amount charged to the accounting line.	R	Decimal (14,2)	15	It can only be zero or greater, but cannot be negative amount. The format is 999999999999.99

Payment Component

XML Tag	Caption on CW Payment Table	Description	R/C	Type	Max Size	Comments
LN_NO	Line Number	The payment line number that uniquely identifies each payment line within a CW file.	R	Number	5	Must be unique with in a check writer file.
VEND_CUST_CD	Vendor Customer	The unique identifier assigned to the vendor/customer and defined on the Vendor Customer table.	R	Varchar2	20	Must be valid the Vendor/Customer table (VCUST) and can be a miscellaneous vendor. Valid miscellaneous vendor codes are: - ZZMISCINDV for individual - ZZMISCCORP for Incorporated - ZZMISCPART for Partnership
TIN	Taxpayer ID Number	The taxpayer identification number (TIN).	CR	Varchar2	9	Required if the vendor code is miscellaneous on the Vendor Customer Table and at least one accounting line includes a 1099 reportable Object code.
TIN_TYP	TIN Type	The type associated with the taxpayer identification number.	CR	Varchar2	1	Required if the TIN was required. Valid values are: - "1" for EIN, - "2" for SSN/ITIN/ATIN
AD_ID	Address ID	The Vendor Address ID on the Vendor/Customer table.	CR	Varchar2	20	For miscellaneous vendors, it must be blank. For non-miscellaneous vendor codes, it will be required for vendor codes with <u>no active default</u> Payment Address ID. If entered, must be a valid Vendor Address ID for the Vendor/Customer Code on the VCUST table.

XML Tag	Caption on CW Payment Table	Description	R/C	Type	Max Size	Comments
CNTAC_ID	Contact Code	The Vendor Contact ID on the Vendor/Customer table.	O	Varchar2	20	For miscellaneous vendors, it must be blank. For non-miscellaneous vendor codes it is optional. If entered, must be a valid Vendor Contact ID for the Vendor/Customer Code on the VCUST table.
LGL-NM	Legal Name	The legally defined name of the company or individual to be printed on the check.	CR	Varchar2	60	Required for miscellaneous vendors. For non-miscellaneous vendors, it will always be inferred / overwritten from corresponding Legal Name on the Vendor Customer table.
ALIAS_NM	Alias/DBA	The alternate name of the company or individual to be printed on the check.	O	Varchar2	60	For non-miscellaneous vendors, if it exists on the Vendor Customer table, then it will be inferred / overwritten from corresponding Alias Name.
AD_LN_1	Address Line 1	The first line of the mailing address.	CR	Varchar2	75	Required for miscellaneous vendors. For non-miscellaneous vendors, it will always be inferred / overwritten from corresponding Vendor Address Line 1 on the Vendor Customer table based on the provided Vendor Address ID or the active default Payment Address ID (if the Vendor Address ID is not active for the provided vendor code).

XML Tag	Caption on CW Payment Table	Description	R/C	Type	Max Size	Comments
AD_LN_2	Address Line 2	The second line of the mailing address.	O	Varchar2	75	For non-miscellaneous vendors, if it exists on the Vendor Customer table, it will be inferred / overwritten from corresponding Vendor Address Line 2 based on the provided Vendor Address ID or the active default Payment Address ID (if the Vendor Address ID is not active for the provided vendor code).
CITY	City	The city name associated with the address.	CR	Varchar2	60	Required for miscellaneous vendors. For non-miscellaneous vendors, it will always be inferred / overwritten from corresponding City on the Vendor Customer table based on the provided Vendor Address ID or the active default Payment Address ID (if the Vendor Address ID is not active for the provided vendor code).

XML Tag	Caption on CW Payment Table	Description	R/C	Type	Max Size	Comments
ST	State/Province	The state or province associated with the address.	CR	Varchar2	2	<p>Required if miscellaneous vendor and Country Code is either "USA" or Blank.</p> <p>For non-miscellaneous vendors, it will always be inferred / overwritten from corresponding State/Province Code on the provided Vendor Customer table based on the Vendor Address ID or the active default Payment Address ID (if the Vendor Address ID is not active for the provided vendor code).</p>
ZIP	Zip	The zip code or postal code associated with the address.	CR	Varchar2	10	<p>Required if miscellaneous vendor and Country Code is either "USA" or blank.</p> <p>For non-miscellaneous vendors, it will always be inferred / overwritten from corresponding Zip Code on the provided Vendor Customer table based on the Vendor Address ID or the active default Payment Address ID (if the Vendor Address ID is not active for the provided vendor code).</p> <p>For US based addresses, the format is either 99999 or 99999-9999.</p>

XML Tag	Caption on CW Payment Table	Description	R/C	Type	Max Size	Comments
CTRY	Country	The unique identification code associated with the country.	O	Varchar2	3	For non-miscellaneous vendors, it will always be inferred / overwritten from corresponding Country Code on the provided Vendor Customer table based on the Vendor Address ID or the active default Payment Address ID (if the Vendor Address ID is not active for the provided vendor code). For miscellaneous vendors, if not entered, it will be defaulted to "USA". Otherwise, it must be valid on the Country table.
DLVR_PT	Delivery Point	Agencies may provide a delivery point for Post Office bar code sort.	O	Varchar2	10	
PYMT_AM	Payment Amount	Payment amount due to vendor.	R	Decimal (14,2)	15	It can be zero or greater, but cannot be negative amount. For EFT payments, the ACH Transaction Code must be set as a prenote if the payment amount is \$0. For EFT payments, this amount can not be greater than \$99999999.99.
CMNT	Comments	User provided data associated with a payment which will appear on the check face.	O	Varchar2	60	
PYMT_CD	Payment Code	It indicates if the payment to be disbursed as a check or an EFT.	R	Varchar2	2	Valid values are: - "CW" for check payments - "CE" for EFT payments

XML Tag	Caption on CW Payment Table	Description	R/C	Type	Max Size	Comments
CHK_EFT_NO	Check/EFT Number	For CW files with check payments, this field may include a pre-assigned check number (left justified and leading spaces need to be filled with zeros). If check numbers are not supplied for Check payments by submitting agencies, they will be assigned by the application.	O	Varchar2	15	If provided, it must be numeric and cannot be all zeros. It applies for Check payments only.
ACH_TRAN_CD	ACH Transaction Code	It indicates whether the vendor's Bank Account Number is a checking or savings account. Also, it indicates whether an EFT payment is a true payment or prenote.	CR	Number	2	Required if EFT payment and the: - Vendor is miscellaneous, - Vendor is non-miscellaneous and inactive, or - Vendor is non-miscellaneous, active, and not eligible for EFT. Valid values are: <u>Checking Account:</u> 22 EF payment 23 Prenote (payment amount must be \$0) <u>Savings Account:</u> 32 EF Payment 33 Prenote (payment amount must be \$0) For EFT payments and under other conditions for non-miscellaneous vendors, this field will be overwritten / populated based on the setup of EFT information for the vendor on the VCUST table.

XML Tag	Caption on CW Payment Table	Description	R/C	Type	Max Size	Comments
ACH_RECV_ID	Hidden	Routing Number or ABA Number of the vendor's Bank Account Number.	CR	Number	9	Required if EFT payment and the: - Vendor is miscellaneous, - Vendor is not miscellaneous and inactive, or - Vendor is not miscellaneous, active, and not eligible for EFT. For EFT payments and under other conditions for non-miscellaneous vendors, this field will be overwritten / populated from the ABA Number of the vendor on the VCUST table.
ACH_ACCT_NO_VIEW	Hidden	Bank Account Number of the vendor (left justified).	CR	Varchar2	17	Required if EFT payment and the: - Vendor is miscellaneous, - Vendor is not miscellaneous and inactive, or - Vendor is not miscellaneous, active, and not eligible for EFT. For EFT payments and under other conditions for non-miscellaneous vendors, this field will be overwritten / populated from the Account Number of the vendor on the VCUST table.
ACH_RECV_NM	ACH Receiving Name	Supplied by the submitting department for tracking purposes. If desired, submitting departments can use this field to uniquely identify their CW EFT payments at the bank.	CR	Varchar2	16	Required for EFT payments. Will be posted to ACH Payment record (i.e. record type "6").

XML Tag	Caption on CW Payment Table	Description	R/C	Type	Max Size	Comments
DSCRE_DATA	Discretionary Data	Submitting agencies may include codes of significance only to them. There is no standardized interpretation for the value of this field.	O	Varchar2	2	Can be provided for EFT payments.
TOT_ADNM_LN	Total Number of ACH Addendum Lines	It indicates if an EFT payment is associated with an ACH Addendum record.	O	Number	4	For EFT payments, valid values are "0" (if no Addendum record is associated) or "1" (if an Addendum record is associated).
PYMT_REMT_ADV	Remittance Advice Information	Payment-related information that can be provided by submitting agencies for check and EFT payments.	O	Varchar2	1500	Provided information will be printed on the check or RA stub. Refer to section 3.3.3 for further information.

ACH Addendum Payment Section

XML Tag	Caption on ACH Addendum Table	Description	R/C	Type	Max Size	eMARS Comments
LN_NO	Line Number	The payment line number that uniquely identifies each payment line within a CW file.	R	Number	5	Must match the Payment Line Number of the corresponding record on the CW Payment Component.
ACH_ADD_SEQ_NO	ACH Addendum Sequence Number	The ACH addendum sequence number that uniquely identifies an ACH Addendum line within an EFT payment.	R	Number	4	This value can only be "1" since the ACH formats CCD and PPD allow only one addendum record per EFT payment.
ACH_PYMT_INFO	ACH Payment Related Info	Payment-related information to be provided by submitting department.	R	Varchar2	80	This information will appear on the Record Type "7" of the ACH file.

Appendix B – Example of a Check Writer Input XML File

The following example includes the following check writer components:

- 1 Header Line
- 2 Accounting Lines
- 4 Payment Lines: Payment Lines 2 and 3 are check payments, Payment Lines 1 and 4 are EFT payments
- Payment Line 1 is associated with 1 Addendum Line
- Payment Line 4 is associated with 1 Addendum Line

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